



Intelligent Paperless Conference System User Manual

TS-8300

Thank you for purchasing our intelligent paperless conference system
Please read this manual carefully before operation.

Notification



Caution

To ensure the reliability of the equipment and the safety of personnel, please observe the following when installing, using and maintaining:

- If any of the following conditions are found, please immediately turn off the power, plug out and quickly contact your nearest dealer. Do not continue using this unit, which may cause a fire or electric shock.
 - If you find smoke or have a strange taste from the machine.
 - If water or metal falls into the machine.
 - If the unit is dropped or the case is damaged.
 - If the wire is damaged (wire core exposure, broken wire, etc.).
- If the machine contains high-pressure parts, in order to avoid the fire or electric shock, absolutely don't open the case, if any questions please inform your nearest dealer.
- Do not place cups, bowls, vases or metal and other water-filled substances on the unit. Serious spilled liquid may cause a fire or electric shock.
- Never expose the unit to rain and any moisture or water, which may cause electric shock or fire.
- Do not place metal objects or flammable materials from the vents on the machine cover, nor place coins, which may cause fire or electric shock.
- Do not place heavy objects on the unit to avoid personal injury or property damage when the unit is slipping.
- Make sure that the volume is turned on at the beginning of the boot, and the high volume of the boot may cause hearing problems.
- Make sure that the volume is turned on at the beginning of the boot, and the high volume of the boot may cause hearing problems.
- For long-term accumulation of dust to be cleaned, please inform your dealer to regularly clean the machine, so as to avoid damage to the machine or cause a fire.
- The battery must be replaced with the same type of product and the correct installation should be made in order to avoid electrical damage and explosion hazard.
- The product is a Class I device. The device must be well connected to ground. The power plug must be connected to a power outlet with a grounding device to ensure that the equipment is fully grounded.

- This product uses a power plug or appliance input socket as a disconnecting device with the power supply, and must be disconnected if necessary for safety reasons.



- This equipment is only suitable for safe use at altitudes above 2000 meters.

Precautions

1. The installation environment

When installing the unit, in order to ensure the normal cooling of the host, should avoid the poor ventilation of the place or high temperature environment, to avoid direct sunlight.

Recommend to install cabinet or other well-ventilated place indoor. If you use the machine in the outdoors, please pay attention to waterproof, moisture, lightning protection measures.

Avoid installing in a violent place of vibration; do not place other equipment on the machine.

Working temperature : -10°C ~ 60°C,

Humidity is limited to 5% to 90% (non-condensing).

2. To avoid electric shock and fire

Do not touch the hands and the source with wet hands

Do not spill liquid on the machine, so as to avoid short-circuit or fire inside the machine.

Do not place other equipment directly on the top of the unit.

Non-professional service personnel Do not disassemble the unit yourself to avoid damage and electric shock.

3. Transport and handling

The packaging of the machine is designed and tested to ensure that the host will not be accidentally damaged during transport. It is best to use the original packaging when handling the unit.

Do not move the host device between the place or cold or over hot to avoid condensation inside the machine, affecting equipment life.

4. Please follow the warning instructions on this product, the warning signs on behalf of:

	Applicable to 2000 meters above sea level and below safe use
	Safe use only in non-tropical climates

5. Agreement

Please strictly follow the instructions in this manual. The software, hardware and appearance of this product will be upgraded and updated continually. The above changes will be made without notice.

Non-professional maintenance personnel, do not remove the product, to avoid damage and electric shock.

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1. Introduction of Paperless Conference System

As a brand-new meeting mode, paperless conference system integrates professional audio and video technology, intelligent control technology and information technology. It builds a conference platform with great convenience to reduce conference cost, improve conference efficiency, ensure conference information security, improve communication effect and improve conference quality, as well as bring the users a new conference experience.

Multimedia conference terminal, like a small integrated computer, makes users not need to use paper in the meeting any more. The users can read the files, make notes and meeting minutes through the LCD touch screen.

The system can realize the functions including meeting sign-in, meeting speech, voting, electronic whiteboard, simultaneous interpretation, live video, participants' information management, file sharing and meeting agenda management, etc.

2. Hardware Introduction

TS-8300—Paperless Multimedia Conference Management Platform



Description:

Paperless conference control host is responsible for handling the conference function module, conference theme, participant information, conference topics, voting content and other pre-conference information, with the meeting file information upload and share, personnel rights management settings, conference information Real-time recording and other application functions.

Features:

1. Multi-conference room management: support to add multiple conference rooms, and corresponding to add different terminals to support the terminal for a single or multiple simultaneous elevator control, switch control;
2. User management: add, import, modify, delete users, to support the user grouping;
3. Nameplate settings: edit the nameplate display;
4. Row of position: support the pre-simulation conference room to row of position for participants, and export position map;
5. File management: upload, import files, support file settings view permissions, if the participants do not have permission to view, the terminal will automatically block the display of this file;
6. Vote management: add and control the meeting to vote, to support the vote to view and export, to support the vote to set the right to participate, if the participants do not have permission to participate in, the terminal will automatically block the display of this vote;
7. Conference Topic Management: Add, edit meeting topics, and enable switching on different topics;
8. Conference services: timely reception and processing of conference services and information;

9. Check-in management: to monitor the meeting check-in and management;
10. Conference exchange: the system can be notified or with a single or multiple participants to exchange meetings;
11. Centralized control: in the meeting, the terminal display can be switched among Welcome page, meeting information, display names, conference slogans and other screen. With supporting unified elevator control, unified switching machine

Specifications:

Parameters	Specification
CPU	I7-4790
RAM	8G DDR3 1600
Hard disk	1T
Network card	Gigabit network interface
Standard interface	1×HDMI、2×USB、1×AUDIO IN、1×AUDIO OUT、 2×COM、1×VGA OUT、1×DC
Operation System	Windows7
Working environment	Ambient temperature: 5 °C ~ 40 °C; Relative humidity: ≤ 75%
Power consumption	18.5V DC/120W
Dimension	484×310×88mm
Weight	4.0Kg
Colour	Black

3. Introduction to Server Software

Intelligent paperless conference management server software mainly assist the meeting organizers to realize high efficient and convenient control for the entire meeting management, such as pre-meeting preparation, ongoing meeting and after meeting archiving management .It has powerful and flexible functions, including authority management of meeting files, voting management, participant management, meeting centralized control, meeting archiving etc, to help the meeting administrator to quickly start a meeting and archiving after meeting.It supports a variety of personalized settings, including meeting simulation ranking, meeting slogans, meeting nameplate, to be convenient for the meeting administrator to customize setting for different meeting requirement. It also supports the meeting call service function, automatic reminder in background to fulfill quick response to all kinds of service during meeting.The intelligent paperless conference management server software greatly promote the development and progress of paperless conference office service.

4. Software Installation

4.1. System Software Configuration Requirements

- Software platform requirements: ITC paperless conference management server software system must run in Windows 7, Windows 8, Windows 10 operating system platform. (Note: Can't support operating systems such as Windows Mac OS, Linux, etc., absolutely prohibit the bellowed system ,such as Ghost version, simplified version, optimized version , and also to avoid optimizing the system by the third-party software)
- The hardware platform requirements: CPU 4 generation Core I5 and above / 4G DDR3 and above / 1T enterprise hard drive and above / Gigabit network card. Advice to use dedicated server as installation host.
- Installation requirements: the system C disk space should be more than 200G, and ensure there is no virus, no Trojan horse program in system.

4.2. System Software Installation

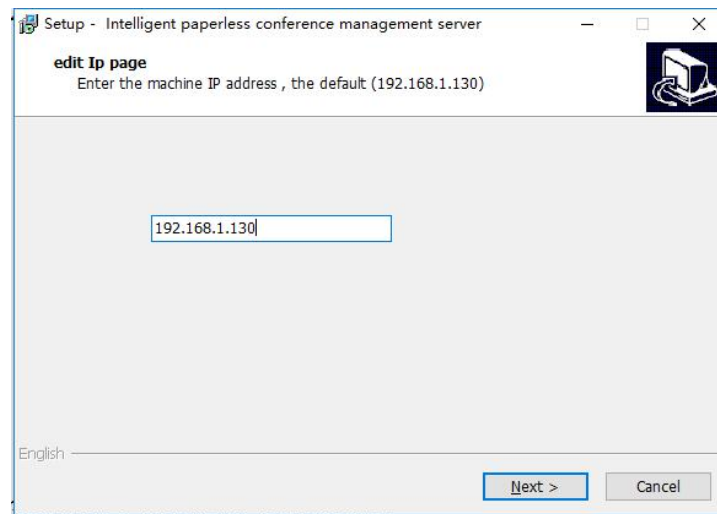
Note:

Before installing, please close all applications

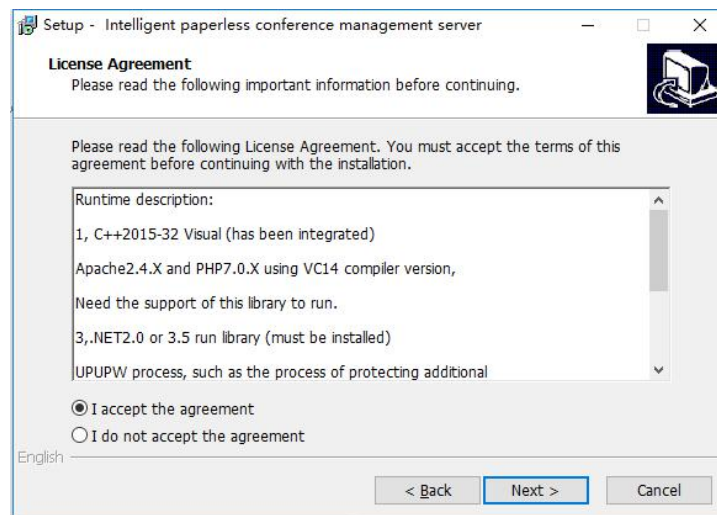
To install the software correctly, open the installation program as "Administrator"

- Step 1: Open the computer, enter the "Windows" operating system, run the

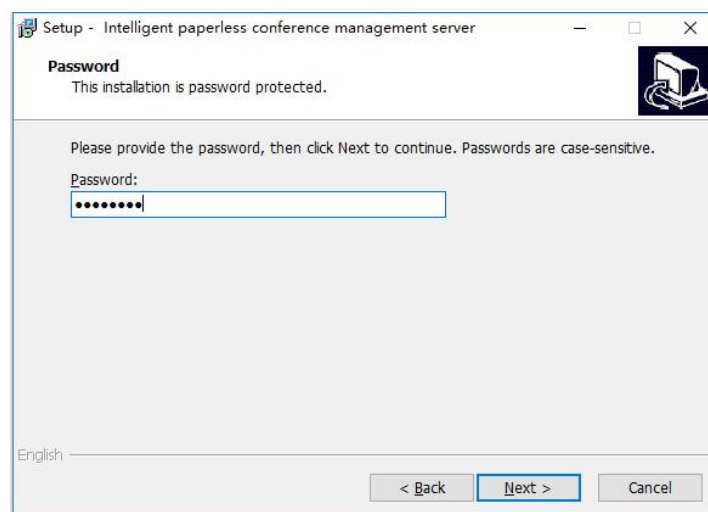
installation program, the computer will pop up the program installation wizard.



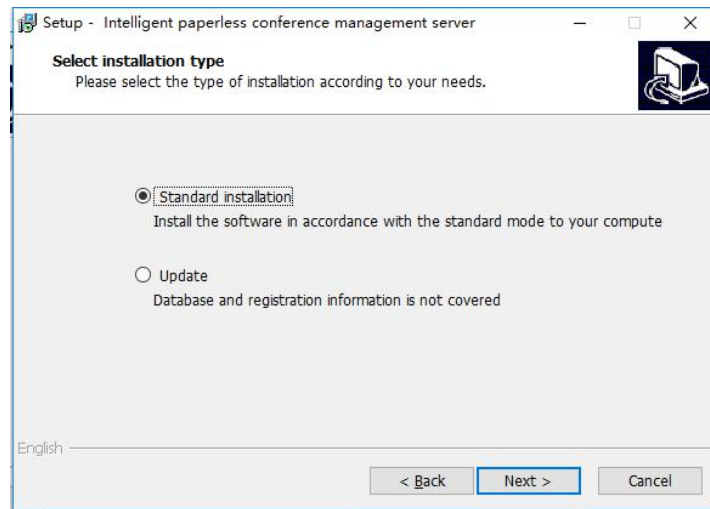
- Step 2: Input the native IP address, default 192.168.1.130.



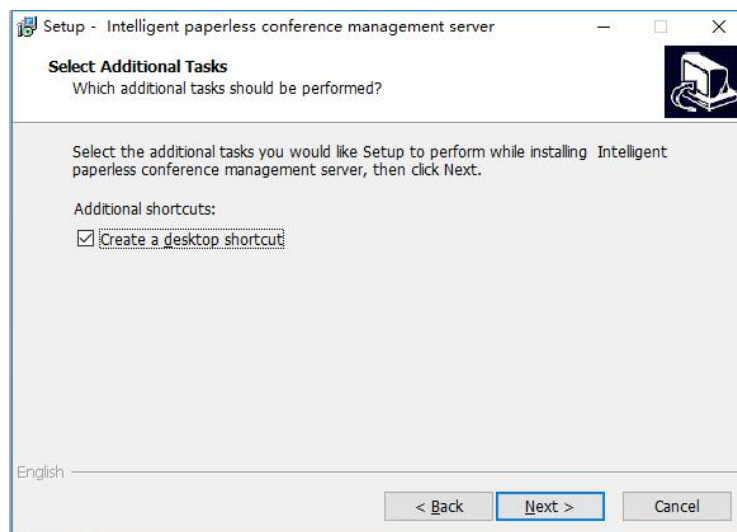
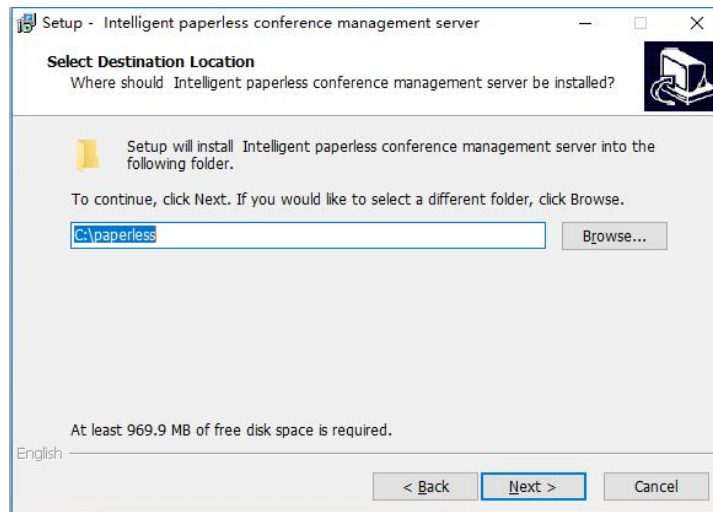
- Step 3: Select "I accept the agreement".



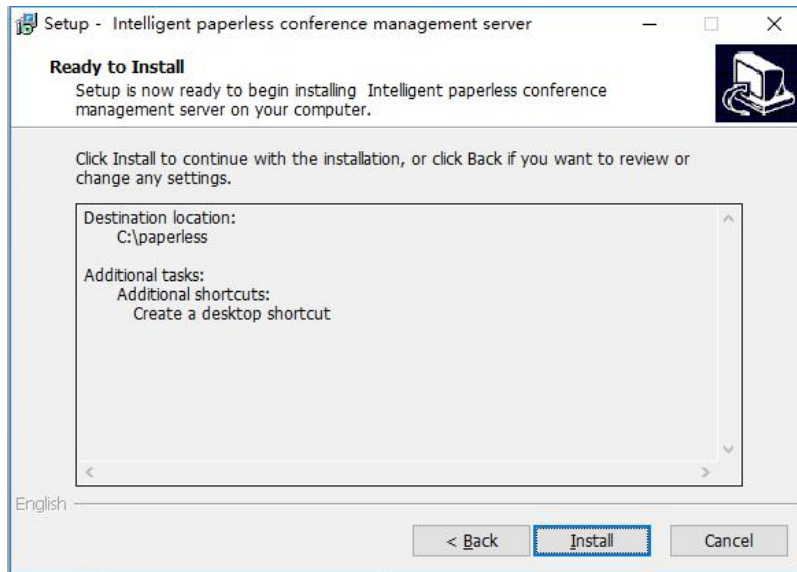
- Step 4: Input the password "itcadmin".



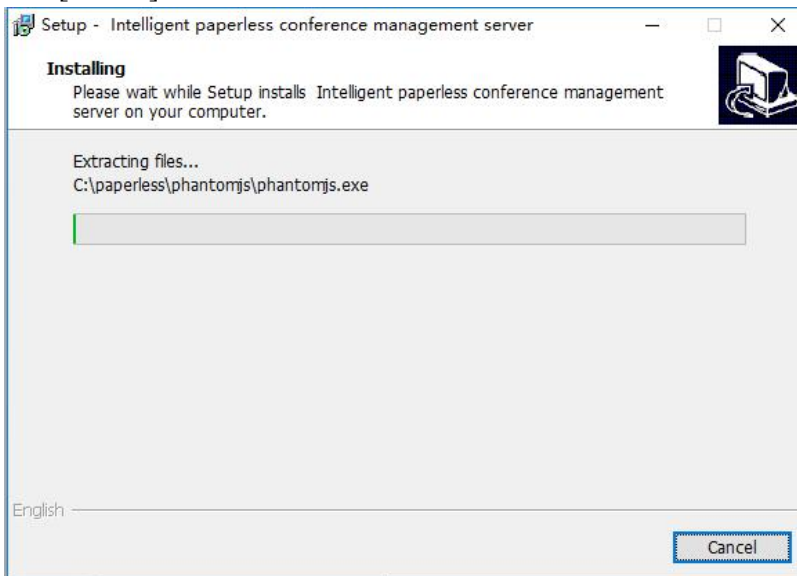
- Step 5: select "standard installation".



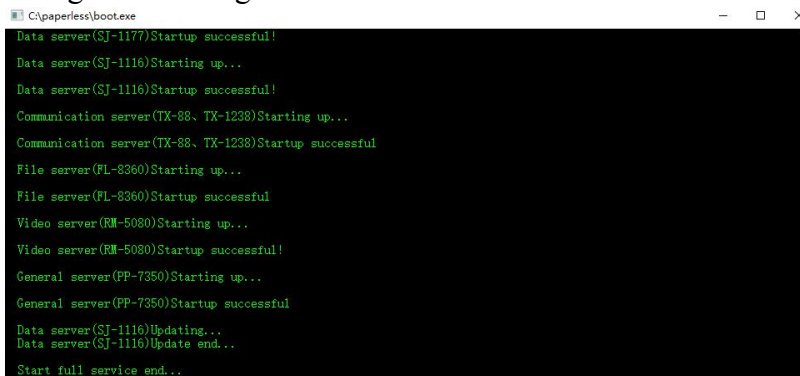
- Step 6: select the "create a desktop icon".



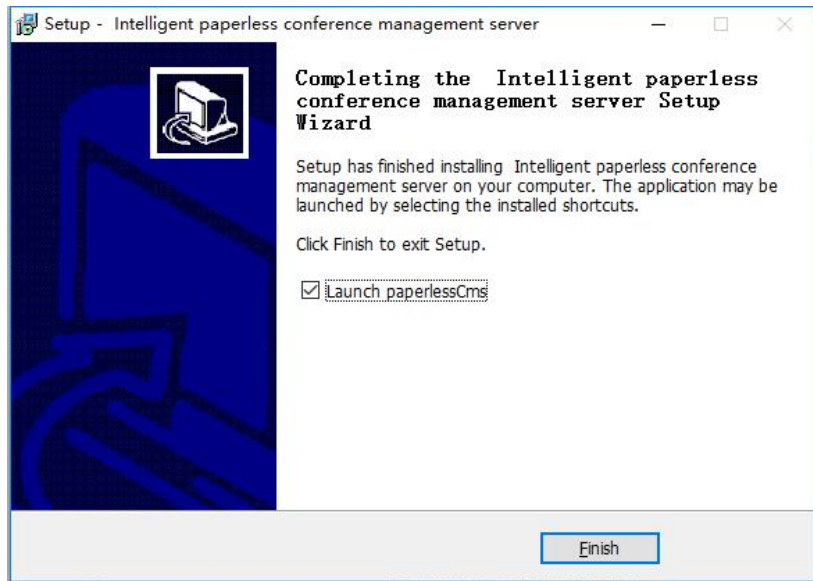
- Step 7: Click [Install]



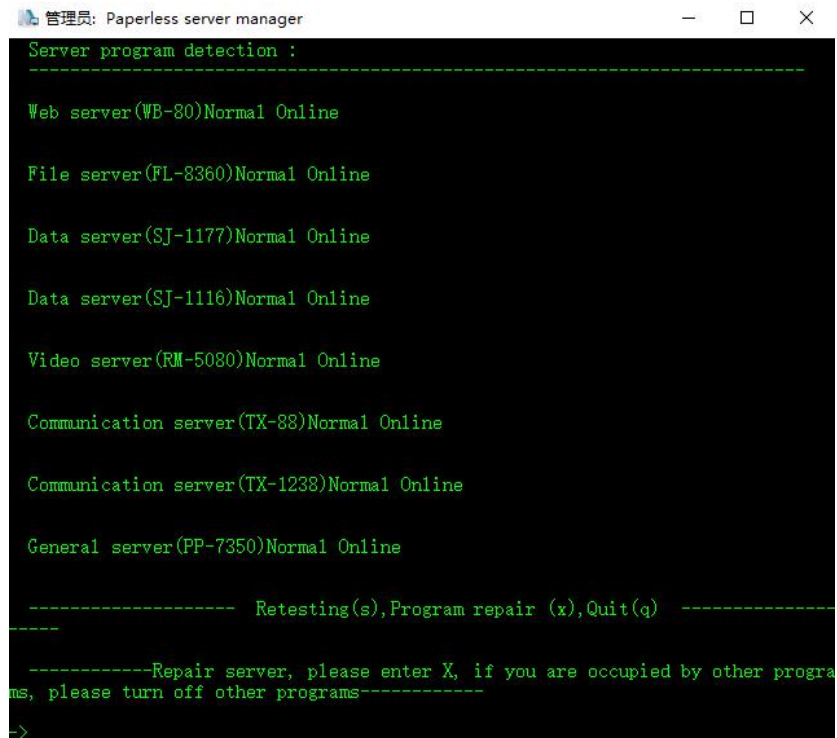
- Step 8: Waiting for finishing the installation



- Step 9: wait for all services to complete the start, click any key to continue.



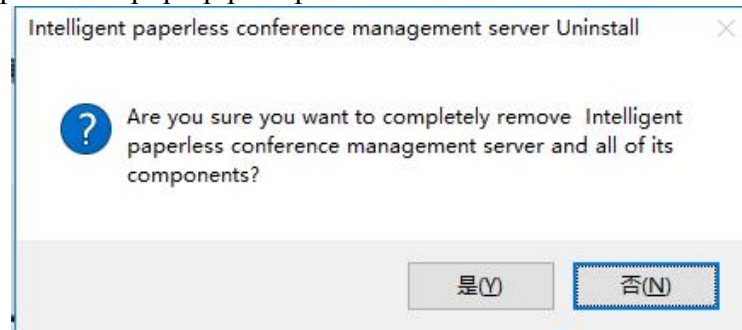
- Step 10: Click [Finish].



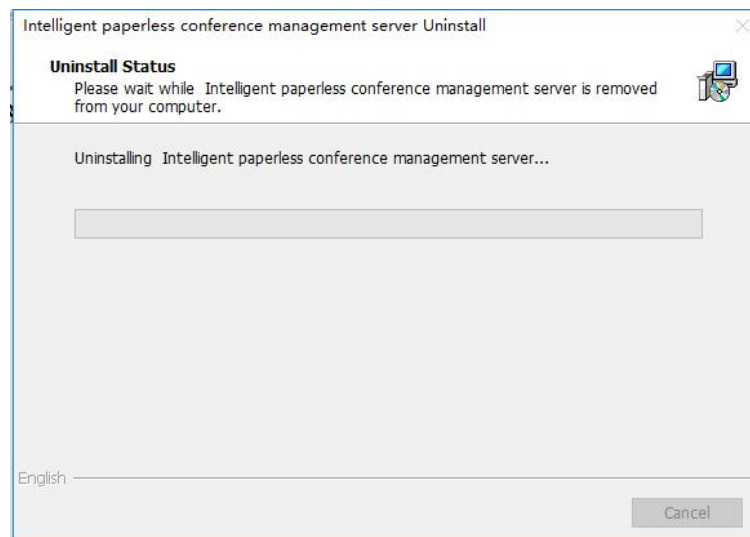
- Step 11: Detecting the server program, select to re-detect, program repair, exit according to the instructions.

4.3. Software Uninstallation

- Step 1: double-click the installation and folder the installation package by the left mouse, the computer will pop up prompt:



- Step 2: Select "Yes"



- Step 3: Waiting for Uninstallation finish.

5. Access to the Management Server

Paperless management server software adopt B / S architecture, the user can access the server address through the use of browser (recommended Firefox browser) .

Notice: The default IP address of the server is: 192.168.1.130;

The default IP address of the decoder is: 192.168.1.129;

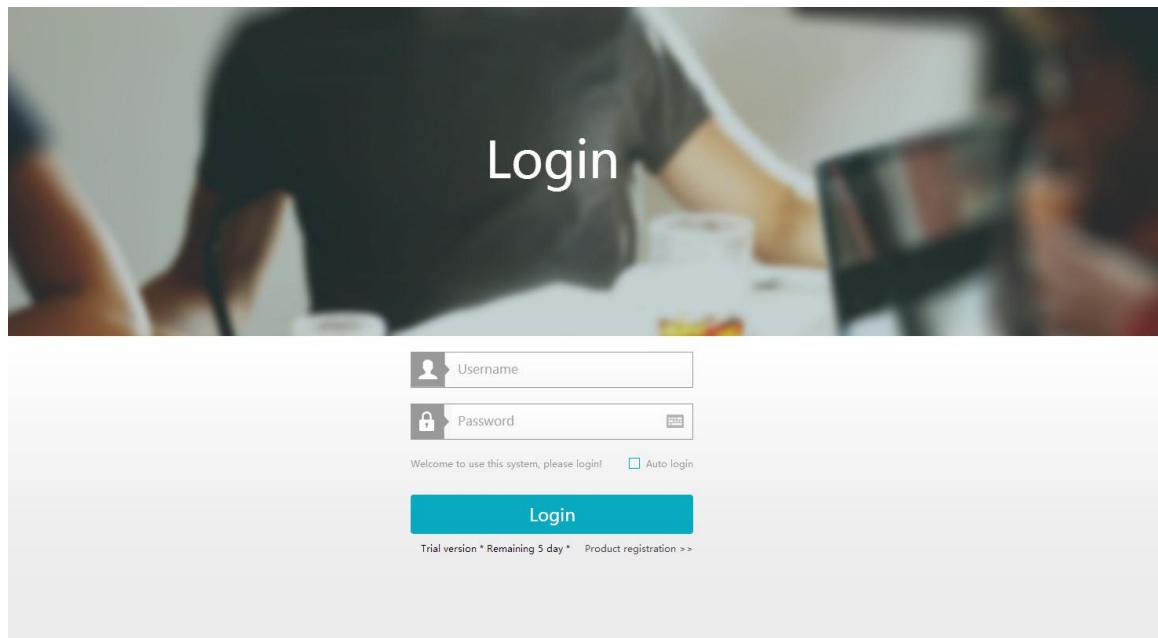
Please contact the after-sales engineer for the actual IP address of the server.

After log in the server, user can use the super administrator account, or use the ordinary conference administrator account.

Super administrator account: admin, password: admin.

Ordinary conference administrator account is opened by the super administrator through the server setting.

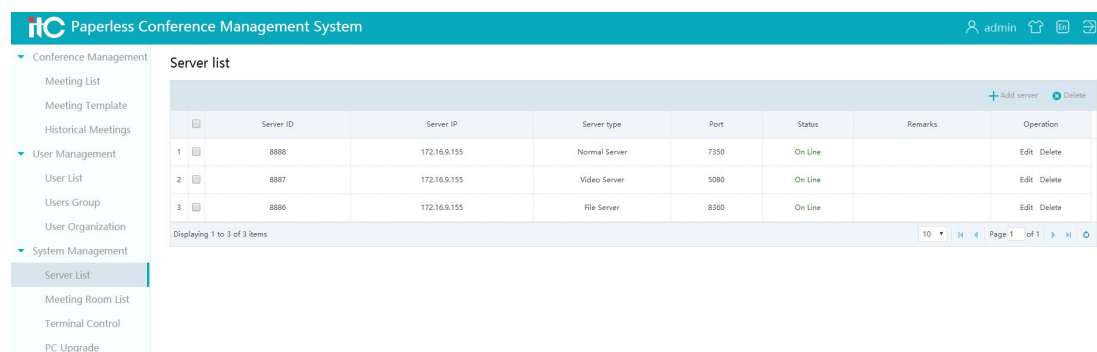
The login screen is shown as below:



6. System Configuration

6.1. Server Configuration

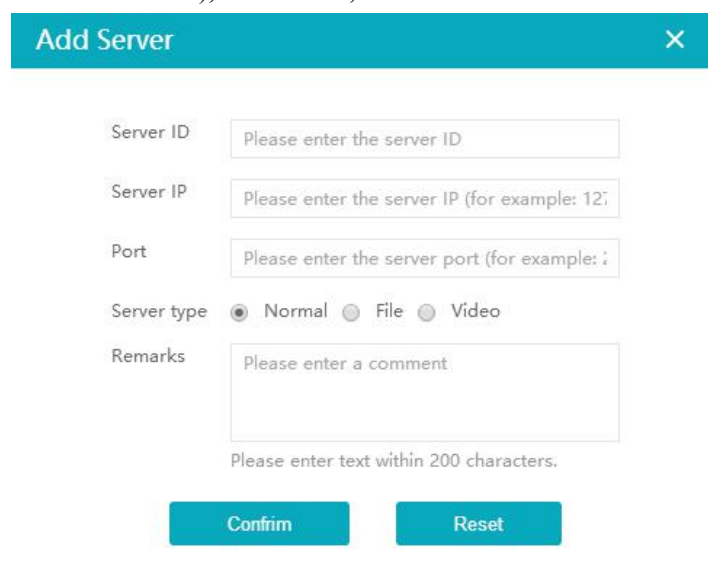
Click “Server List” to add, modify and delete the server.



The screenshot shows the 'Paperless Conference Management System' interface. The top navigation bar includes the system name and a user profile for 'admin'. A left sidebar menu lists various management options under 'System Management', with 'Server List' selected. The main content area displays a table titled 'Server list' with columns for Server ID, Server IP, Server type, Port, Status, Remarks, and Operation. Three servers are listed: a Normal Server (ID 8888, IP 172.16.9.155, Port 7350), a Video Server (ID 8887, IP 172.16.9.155, Port 5080), and a File Server (ID 8886, IP 172.16.9.155, Port 8260). All servers are 'On Line'. The table includes 'Add server' and 'Delete' buttons and a pagination control showing 'Page 1 of 1'.

6.1.1. Add Server

Click “Add Server”, fill in server ID, server IP, server port, select the server type (normal server, file server and video server), and remark, then click “Save” to add the server data.



The 'Add Server' form is displayed in a modal window. It contains the following fields and controls:

- Server ID:** Text input field with placeholder text 'Please enter the server ID'.
- Server IP:** Text input field with placeholder text 'Please enter the server IP (for example: 127.0.0.1)'.
- Port:** Text input field with placeholder text 'Please enter the server port (for example: 80)'.
- Server type:** Radio button selection with options: Normal (selected), File, and Video.
- Remarks:** Text area with placeholder text 'Please enter a comment.' and a note below it: 'Please enter text within 200 characters.'
- Buttons:** 'Confirm' and 'Reset' buttons at the bottom.

6.1.2. Edit the Server

Select the server data, click “Edit the Server” to modify the server ID, server IP, server port, select the server type(normal server, file server and video server), and remark, then click “Save” to refresh the server data; if click “Reset”, then it recovers to the unmodified data.

Edit Server
✕

Server ID

Server IP

Port

Server type Normal File Video

Remarks

Please enter text within 200 characters.

Confirm
Reset

6.1.3. Delete the Server

Select the server data, click “Delete” to delete the server data.

6.2. Conference Room Configuration

Click “Conference Room List” to add, modify and delete the conference room.

itC Paperless Conference Management System
admin 👤 🏠 📄 🗨️

- ▼ Conference Management
 - Meeting List
 - Meeting Template
 - Historical Meetings
- ▼ User Management
 - User List
 - Users Group
 - User Organization
- ▼ System Management
 - Server List
 - Meeting Room List
 - Terminal Control
 - PC Upgrade

Meeting Room list

+ Add Meeting Room
🗑️ Delete

	Name	Status	Remarks	Operation
<input type="checkbox"/>	CS	In Use		AddTerminal Layout Edit Delete

Displaying 1 to 1 of 1 items

10 | ⏪ ⏩ | Page 1 of 1

6.2.1. Add Conference Room

Click “Add Conference Room”, fill in the conference room name, select the corresponding server and remark, click “Save” to add the conference room data.

Add Room
✕

Name

Server

Remarks

Please enter text within 200 characters.

Confirm
Reset

6.2.2. Add Terminal

Select one conference room, click “Add Terminal”, and fill in the terminal name, terminal IP, terminal MAC, conference room and remark, click “Save” to add the terminal data.

Add Terminal ×

Name :

ID :

MAC :

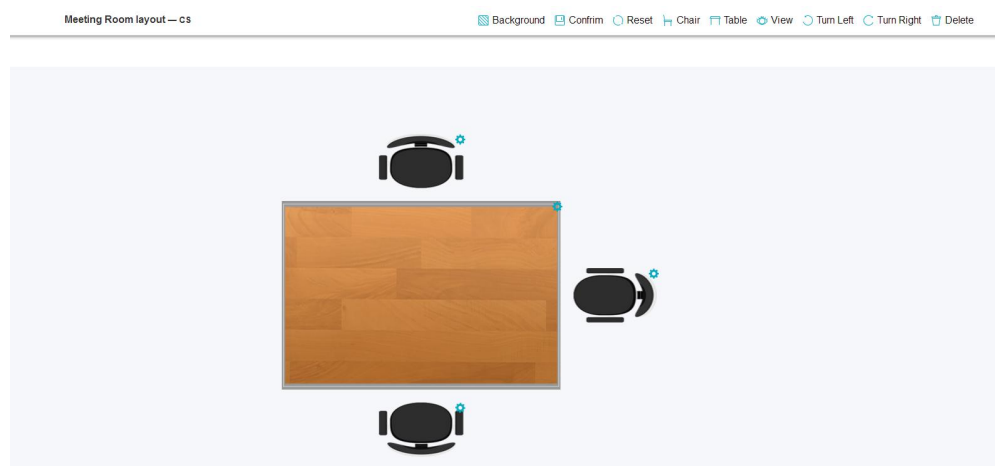
Room :

Remarks

Please enter text within 200 characters.

6.2.3. Conference Layout

Click” Conference Layout”, by default, the system creates one desk and several chairs (the quantity of the chair is same as the quantity of terminal), the conference room layout can be adjusted according to the situation.



- Click “Save” to save the conference room layout.
- Click “Reset” to recover to the original layout, and the conference room layout can be readjusted.
- Click “Chair”; fill in the terminal name, terminal IP and remark to create a new chair (the system will create a new terminal as well).
- Click “Table” to create a new table.
- Click “Filler” to create a blank block, it can be filled in the blank area.
- Click “Comparison Table” to expand the terminal comparison table.

6.2.4. Edit the Conference Room

Click “Edit” of the corresponding conference room, modify conference room name, server of the conference room and remark, then click “Save” to refresh the conference room data; if click “Reset”, then it recovers to the unmodified data.

Edit Room [X]

Name:

Server:

Remarks:

Please enter text within 200 characters.

6.2.5. Delete The Conference Room

Click “Delete” of the corresponding conference room to delete the whole conference room data, including the terminal data of the corresponding conference room; select multiple conference room at the same time and click “Delete”, you can bulk delete the multiple room data.

6.2.6. Edit the Terminal

Click “Edit” of the corresponding terminal, modify the terminal name, terminal ID, terminal MAC, conference room and remark, click “Save” to refresh the terminal data; if click “Reset”, then it recovers to the unmodified data.

Edit Terminal [X]

Name :

ID :

MAC :

Room :

Remarks:

Please enter text within 200 characters.

6.2.7. Delete the Terminal

Click “Delete” of the corresponding terminal to delete the whole terminal data.

6.3. Terminal Control

Click t “Terminal Control” to rise up, drop down, turn on and turn off the lifter.

The screenshot shows the 'Terminal control' interface of the 'Paperless Conference Management System'. The interface includes a sidebar menu with options like 'Meeting List', 'User Management', and 'System Management'. The main area displays a table with columns for 'Terminal Name', 'Meeting Room Name', 'Status', and 'Remarks'. The table contains three rows of data. To the right of the table, there are several action buttons: 'Up', 'Down', 'Boot', 'Shut down', 'All up', 'All down', 'All boot', and 'All shut down'.

	Terminal Name	Meeting Room Name	Status	Remarks
1	1	CS	On Line	
2	2	CS	Off Line	
3	3	CS	Off Line	

6.3.1. Lifter Rise Up

Select single or multiple terminal data, click “Rise Up” to rise up the corresponding lifer.

6.3.2. Lifter Drop Down

Select single or multiple terminal data, click “Drop Down” to drop down the corresponding lifer.

6.3.3. Lifter Turn On

Select single or multiple terminal data, click “Turn On” to turn on the corresponding lifer.

6.3.4. Lifter Turn Off

Select single or multiple terminal data, click “Turn Off” to turn off the corresponding lifer.

6.3.5. Lifter Unified Rise Up

Click “Unified Rise Up” to unified rise up the corresponding lifter.

6.3.6. Lifter Unified Drop Down

Click “Unified Drop Down” to unified drop down the corresponding lifter.

6.3.7. Lifter Unified Turn On

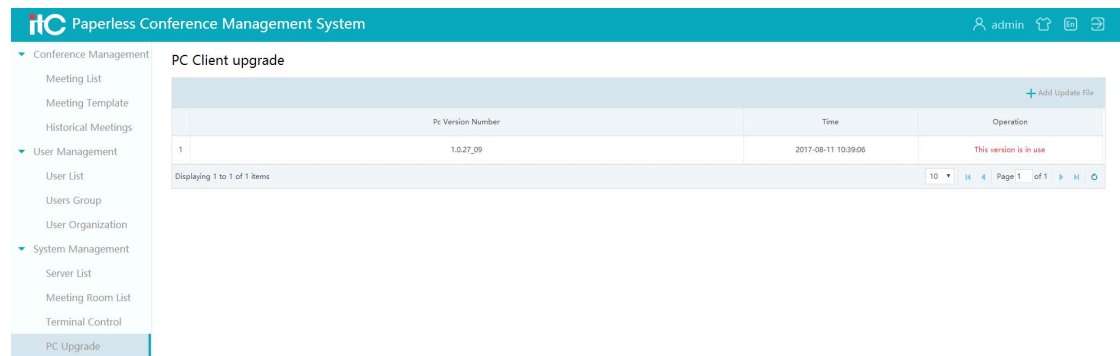
Click “Unified Turn On” to turn on all terminals, and all corresponding lifters rise up automatically.

6.3.8. Lifter Unified Turn Off

Click “Unified Turn Off” to unified turn off all terminals, and all corresponding lifter drop down automatically.

6.4. PC Upgrade

Click “PC Upgrade”, you can upload the updated files to switch to the corresponding PC client version.



The screenshot displays the 'Paperless Conference Management System' interface. The top navigation bar includes the system name, a user profile for 'admin', and several utility icons. A left-hand sidebar menu is expanded to show 'PC Upgrade' under the 'System Management' category. The main content area is titled 'PC Client upgrade' and features a table with the following data:

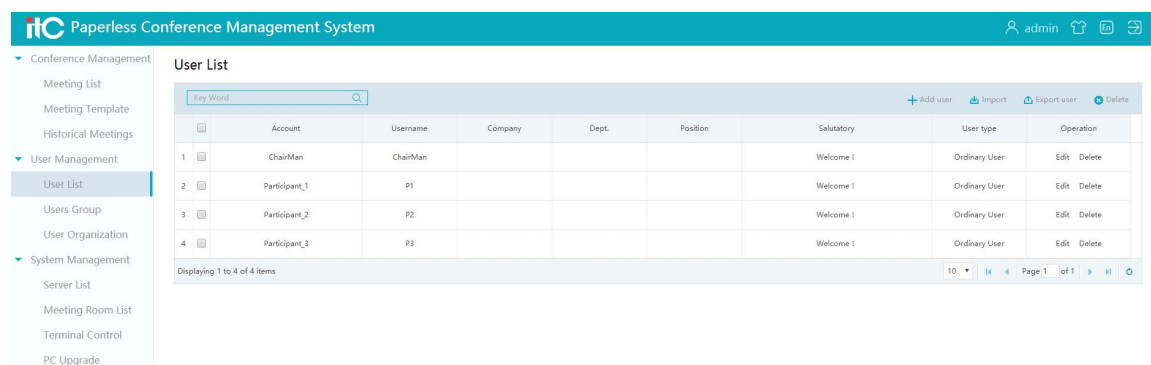
	Pc Version Number	Time	Operation
1	1.0.27_09	2017-08-11 10:39:06	This version is in use

Below the table, it indicates 'Displaying 1 to 1 of 1 items' and includes a pagination control showing 'Page 1 of 1'.

7. User Management

7.1. User Configuration

Click “User List” to add, modify and delete the user.

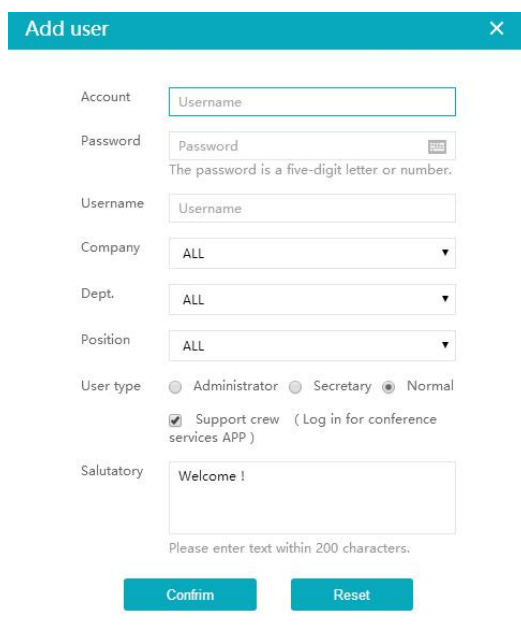


The screenshot shows the 'User List' page in the Paperless Conference Management System. The page has a teal header with the system name and a user profile icon for 'admin'. A left sidebar contains a navigation menu with categories: Conference Management, User Management, and System Management. The 'User List' option is selected. The main content area displays a table with columns: Account, Username, Company, Dept., Position, Salutory, User type, and Operation. There are four rows of data. Above the table are buttons for '+ Add user', 'Import', 'Export user', and 'Delete'. A search bar is also present. At the bottom of the table, it says 'Displaying 1 to 4 of 4 items' and includes pagination controls.

	Account	Username	Company	Dept.	Position	Salutory	User type	Operation
1	ChairMan	ChairMan				Welcome !	Ordinary User	Edit Delete
2	Participant_1	P1				Welcome !	Ordinary User	Edit Delete
3	Participant_2	P2				Welcome !	Ordinary User	Edit Delete
4	Participant_3	P3				Welcome !	Ordinary User	Edit Delete

7.1.1. Add User

Click “Add User”, fill in the account, name, password, company, department, position, user type and words of welcome, click “Save” to add the user data.



The 'Add user' form is a modal window with a teal title bar. It contains the following fields and options:

- Account: Text input field with 'Username' placeholder.
- Password: Password input field with a strength indicator. Below it, text reads: 'The password is a five-digit letter or number.'
- Username: Text input field with 'Username' placeholder.
- Company: Dropdown menu with 'ALL' selected.
- Dept.: Dropdown menu with 'ALL' selected.
- Position: Dropdown menu with 'ALL' selected.
- User type: Radio buttons for 'Administrator', 'Secretary', and 'Normal' (selected).
- Support crew: A checked checkbox with the text '(Log in for conference services APP)'. This option is disabled.
- Salutory: Text input field with 'Welcome !' placeholder. Below it, text reads: 'Please enter text within 200 characters.'

At the bottom of the form are two buttons: 'Confirm' and 'Reset'.

7.1.2. Import Users

Click **【Import User】**, click **【File Download】**, press the template format to edit and save, click **【Select File】**, select the edited file, click **【Confirm Import】**, and successfully import multiple user data.

Import user
✕

Template:

File name:

7.1.3. Export the user

Select the user data, click [export user], export excel user list file.

7.1.4. Edit the user

Select the user data, click [Edit], modify the account, name, password, unit, department, job, user type, welcome words, click [Save], update the user data.

Edit user
✕

Account:

Password: The password is a five-digit letter or number. (Not update for empty)

Username:

Company:

Dept.:

Position:

User type: Administrator Secretary Normal

Support crew (Log in for conference services APP)

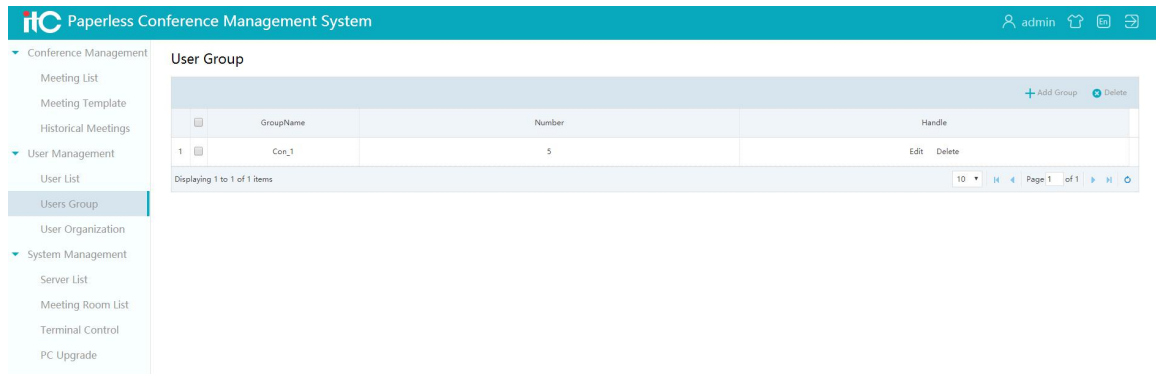
Salutory: Please enter text within 200 characters.

7.1.5. Deleting a user

Select the user data, click [Delete], delete the selected user data.

7.2. User grouping

Click the "User Group" module, the user to add new groups, modify the group, delete the group and other operations.



7.2.1. Create a new group

Click **【Create Group】**, fill in the group name, select the user, click **【OK】**,to create the group data.

7.2.2. Edit Group

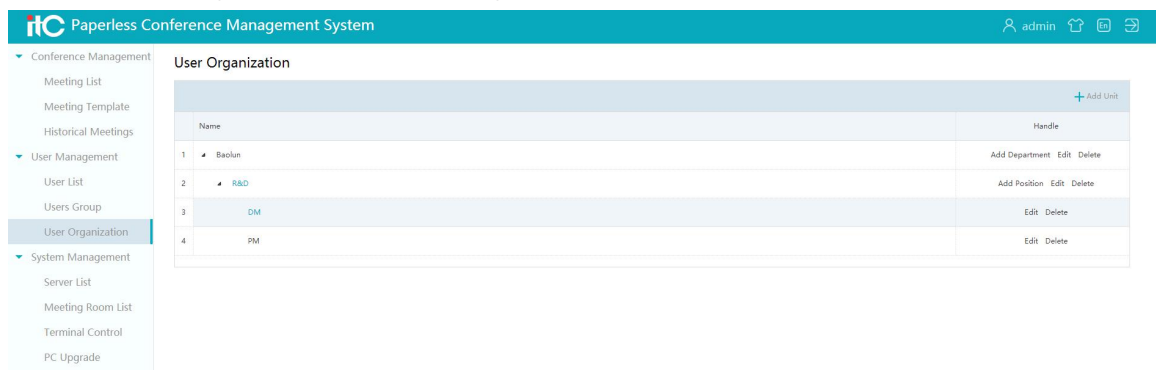
Select the user group data, click [Edit] to modify the group name, select the user, click [OK] to update the user group data.

7.2.3. Delete Group

Select the user group data, click [Delete] to delete group data.

7.3. Organizational structure

Click the "Organization" module to organize the users.



7.3.1. New units

Click **【Add Unit】** , fill in name and click **【OK】** .

7.3.2. New departments

Click **【Add Department】** , fill in name, and click **【OK】** .

7.3.3. Add job

Click **【Add Job】** , fill job title and click **【OK】** .

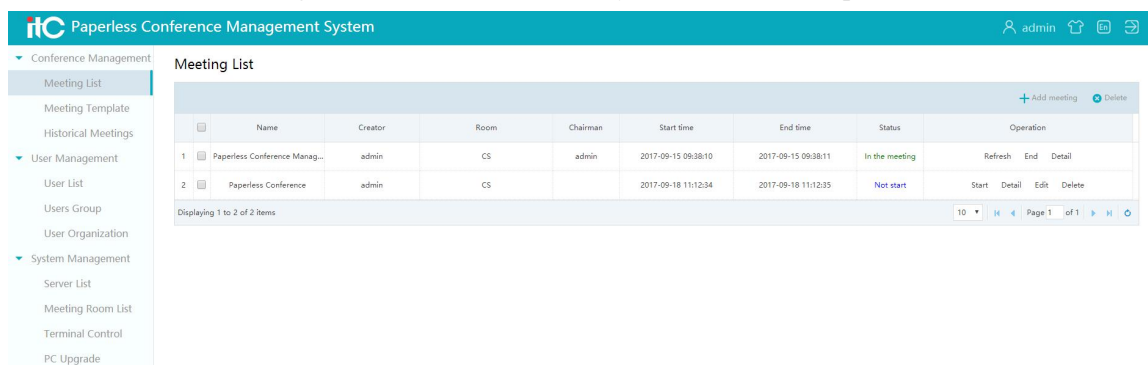
7.3.4. Edit, delete

Click **【Edit】** , modify the corresponding name, click **【Delete】** , delete the corresponding data.

8. Conference management

8.1. List of Meetings

Click on the "meeting list" module, to add, modify, delete and other operations.

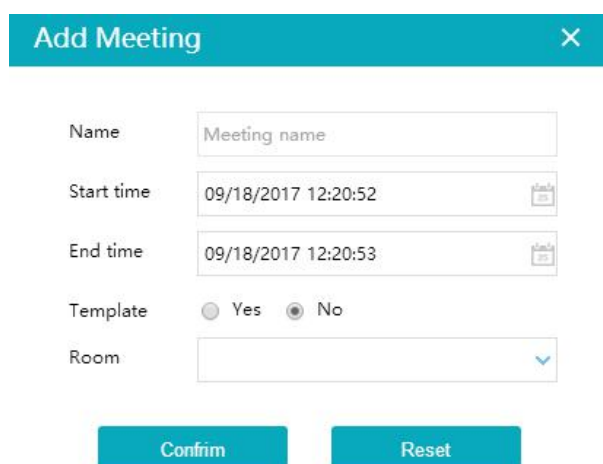


The screenshot shows the 'Paperless Conference Management System' interface. The left sidebar contains a navigation menu with categories: Conference Management (Meeting List, Meeting Template, Historical Meetings), User Management (User List, Users Group, User Organization), and System Management (Server List, Meeting Room List, Terminal Control, PC Upgrade). The main content area is titled 'Meeting List' and features a table with columns: Name, Creator, Room, Chairman, Start time, End time, Status, and Operation. Two meeting entries are listed. The first entry is 'Paperless Conference Manag...' with status 'In the meeting'. The second entry is 'Paperless Conference' with status 'Not start'. The table includes pagination controls at the bottom right, showing 'Page 1 of 1'.

	Name	Creator	Room	Chairman	Start time	End time	Status	Operation
1	Paperless Conference Manag...	admin	CS	admin	2017-09-15 09:38:10	2017-09-15 09:38:11	In the meeting	Refresh End Detail
2	Paperless Conference	admin	CS		2017-09-18 11:12:34	2017-09-18 11:12:35	Not start	Start Detail Edit Delete

8.1.1. Add meeting

Click **【Add Meeting】**, fill in the conference name, start time, finish time, select the template or conference room, click **【Save】**, successfully add the conference data, and enter the conference second page.



The 'Add Meeting' form is displayed in a modal window. It includes the following fields and controls:

- Name:** A text input field with the placeholder 'Meeting name'.
- Start time:** A date and time picker showing '09/18/2017 12:20:52'.
- End time:** A date and time picker showing '09/18/2017 12:20:53'.
- Template:** Radio buttons for 'Yes' and 'No', with 'No' selected.
- Room:** A dropdown menu.
- Buttons:** 'Confirm' and 'Reset' buttons at the bottom.

8.1.2. Edit meeting

Select the conference data, click [Edit], modify the conference name, start time, finish time, select the template or conference room, click [Save] to update the meeting data.

The screenshot shows a modal window titled "Edit Meeting" with a close button in the top right corner. The form contains the following fields:

- Name:** Paperless Conference
- Start time:** 09/18/2017 11:12:34
- End time:** 09/18/2017 11:12:35
- Room:** (empty dropdown menu)

At the bottom of the form are two buttons: "Confirm" and "Reset".

8.1.3. Meeting Details

Select the conference data, click [details], enter second pages of meeting details, you can edit the meeting details.

8.1.4. Start meeting

Select the conference data, click [start], successfully start meeting, only allowed a meeting in progress at the same time with a conference room.

8.1.5. Refresh meeting

If there is staff changes during the meeting,, you can click [refresh] to re-refresh the meeting information.

8.1.6. Finish meeting

Select the conference data, click [Finish], Finish the meeting and the conference data will be displayed in the [Conference record] module.

8.1.7. Delete the meeting

Select the conference data, click [Delete] to successfully delete the meeting data.

8.2. Meeting Details Level 2

8.2.1. Personnel management

8.2.1.1. Participants

Click on "participants" module, to make participants to select, add, modify, delete and other operations.

➤ Choose participants

Click [Select Participant], select the user, select "Auto Priority", click [OK], and add the participant list data.

The screenshot shows a dialog box titled "Select participants" with a close button (X). It contains a "Key Word" input field, a "Selected participant : 0 / 0" status, and an "Auto seat" checkbox. Below these are three dropdown menus labeled "User Organi", "ALL", and "ALL", along with a "Screen" button. A list on the left is titled "Please select the user." and contains the items: "admin", "ChairMan", "P1", "P2", and "P3". To the right is a table with columns "Username", "Company", and "Position". At the bottom are "Confirm" and "Cancel" buttons.

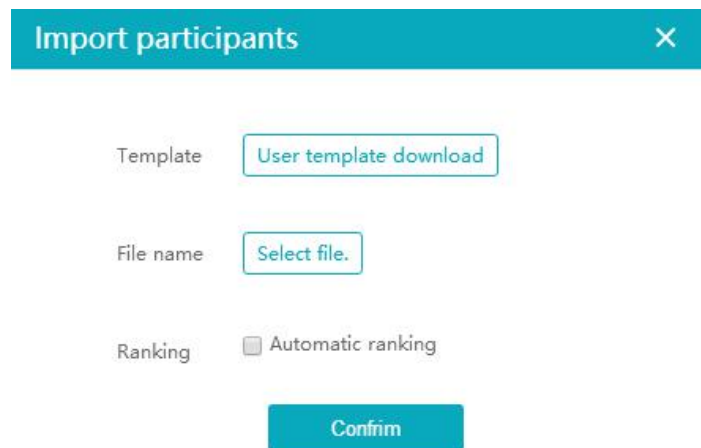
➤ Add participants

Click **【Add Participant】**, fill in the name, Company Info. Job info. select the terminal, select the broadcast rights, welcome words, click **【confirm】** , add the participants data.

The screenshot shows a dialog box titled "Add participants" with a close button (X). It contains input fields for "Username", "Company", and "Position". A "Terminal" dropdown menu is set to "Pls select". The "Broadcast" section has radio buttons for "Yes" (selected) and "No". A "Salutory" text area contains "Welcome!". Below the text area is a note: "Please enter text within 200 characters." At the bottom are "Save" and "Reset" buttons.

➤ Import participants

Click [Import Participant], download the "participant template", edit the template and save it, click **【Select File】** to upload and successfully import the participant data.

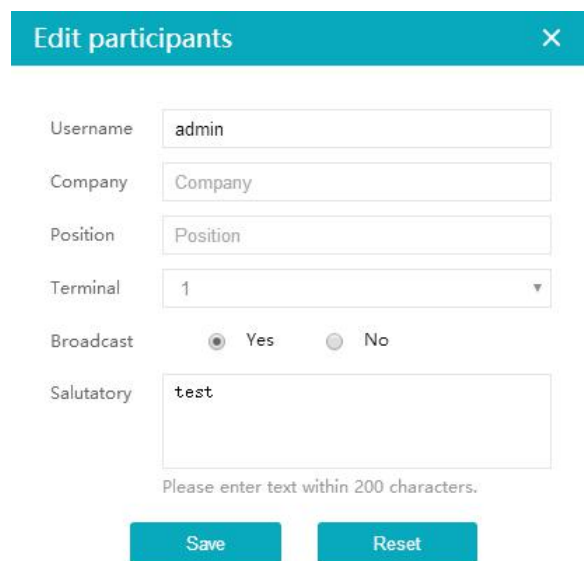


➤ Export participants

Select the participant data, click [export participants], export user participant list file.

➤ Edit participants

Select the participant data, click **【Edit】**, modify the name, Company Info. Job info, select the terminal, select the broadcast rights, welcome words, click [confirm] to successfully update the participants data.



➤ Delete participants

Select participants data, click [Delete] to delete participant data.

➤ Set up chairman and other participants rights

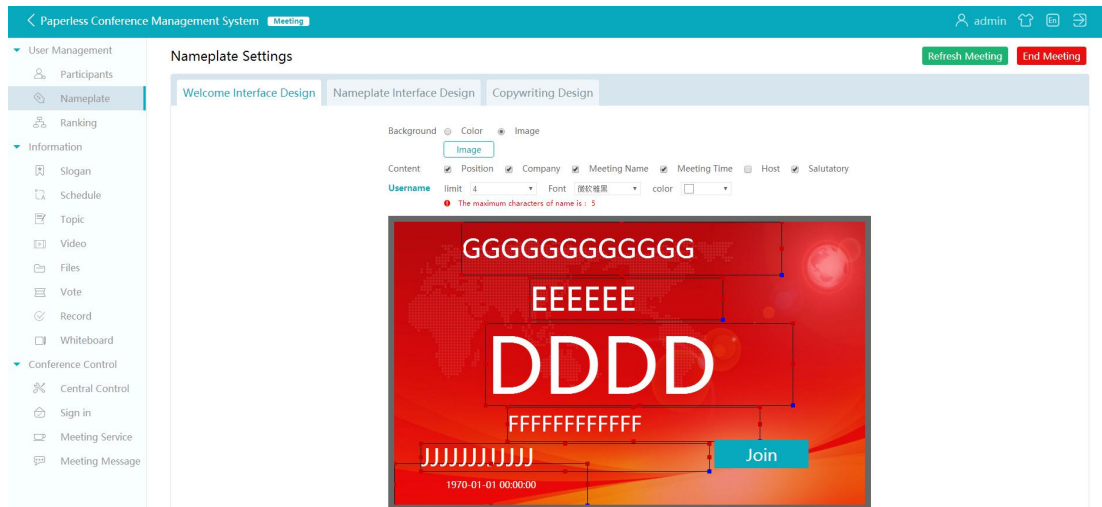
Choose the participants and chairman rights. each meeting only allows have one chairman.

8.2.1.2. Nameplate setting

➤ Design of welcome interface

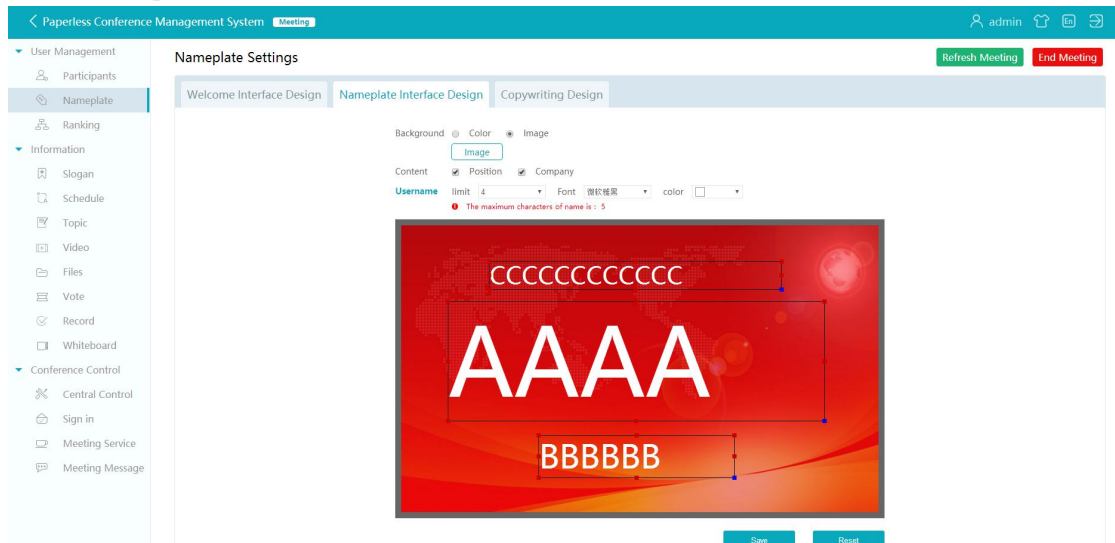
Replace the background color or background pattern, set the position, company name,

conference name, meeting time, host, welcome words, character restrictions, font type, text color, click [Save] to update the style or click [reset] to restore the system default layout.



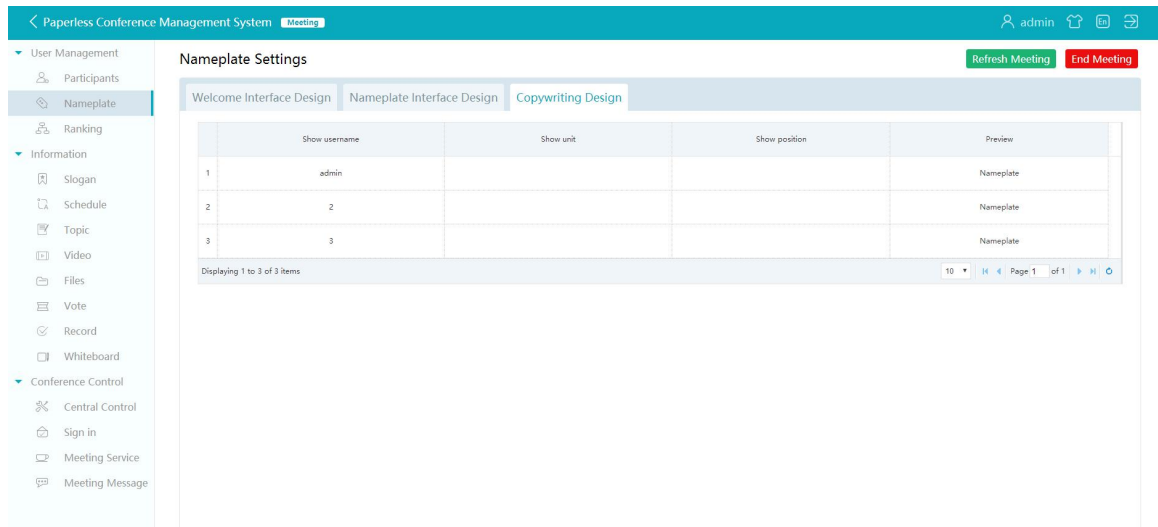
➤ Nameplate Interface Design

Replace the background color or background pattern, set the position, unit, character limit, font type, text color, click **【Save】**, update nameplate style; if click **【reset】**, restore the system default nameplate layout.



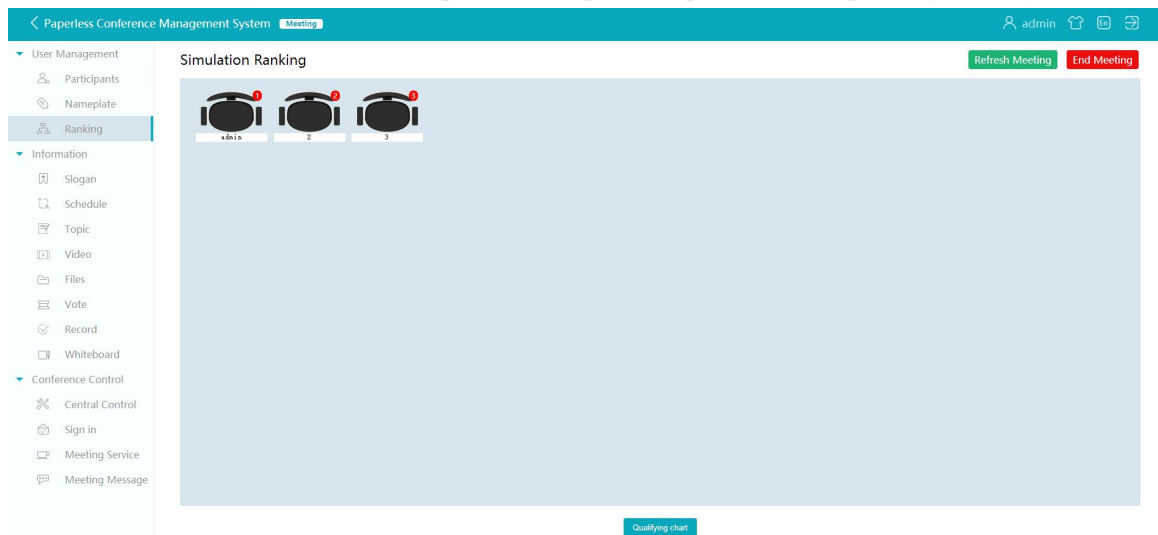
➤ Copy design

Display the nameplate copy information of each participant, double click, modify the nameplate copy, and update the participant information in real time.



8.2.1.3. Simulation ranking

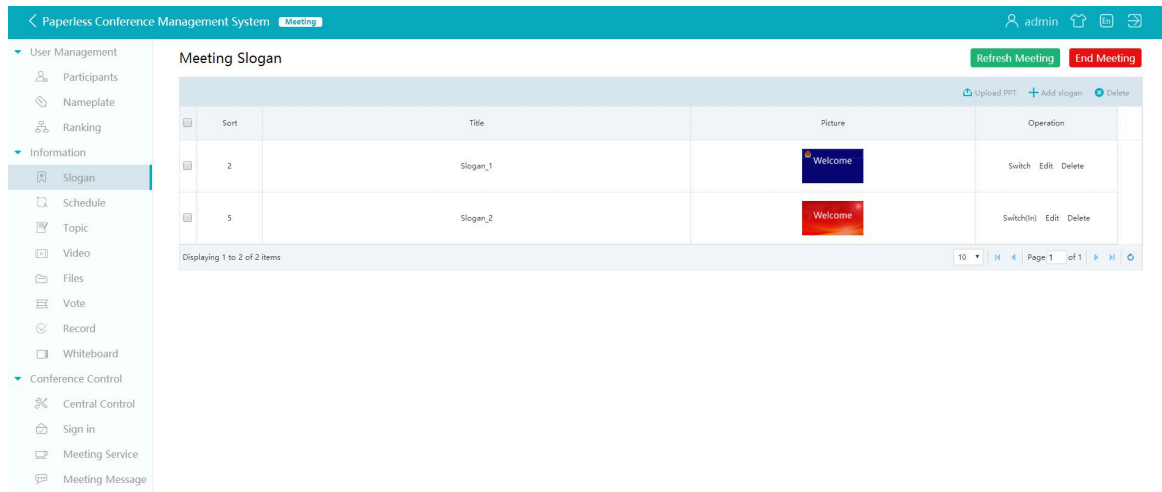
Drag the name of the exchange participants, you can quickly change the Sender terminal number, to achieve the ranking effect, click [Export rank map] can export the corresponding ranking.



8.2.2. Set up meeting information

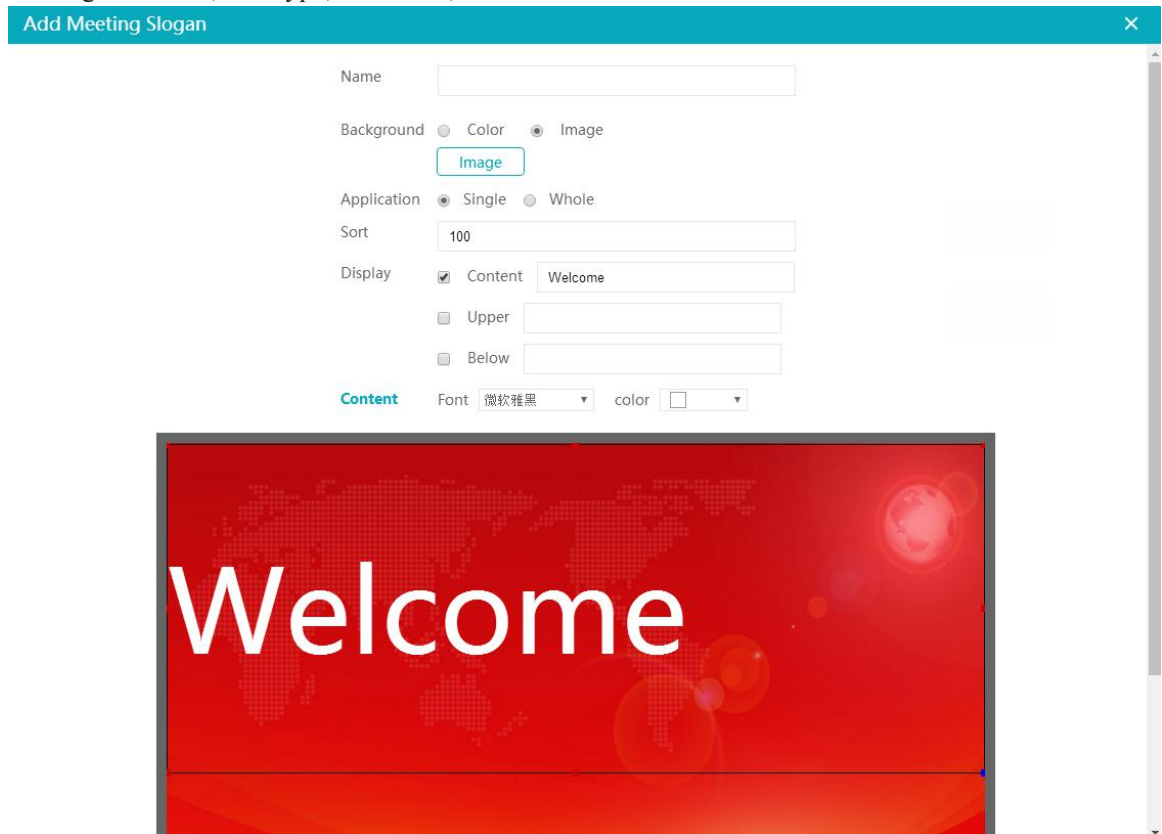
8.2.2.1. Conference slogan

Click the "Conference Slogan" module, to add, modify, delete to the conference slogan.



➤ Add conference slogan

Click **【Add Conference Slogan】**, enter the name, modify the background, modify the sort, display the slogan content, font type, font color, click **【Save】**.



8.2.2.2. Meeting Agenda

Click on the "meeting agenda" module, to add, modify, and delete the meeting agenda documents and other operations.

Paperless Conference Management System Meeting

admin

Refresh Meeting End Meeting

Upload File Delete

Meeting Schedule

	File name	Upload time	Participant	Sort	Operation
1	DataStatistics.xls	2017-09-18 17:59:23	admin,2,3	100	Edit Delete
2	TrainingPPT.pptx	2017-09-18 17:55:38	admin,2,3	100	Edit Delete
3	TestReport.docx	2017-09-18 17:54:32	admin,2,3	100	Edit Delete

Displaying 1 to 3 of 3 items

10 Page 1 of 1

User Management: Participants, Nameplate, Ranking

Information: Slogan, Schedule, Topic, Video, Files, Vote, Record, Whiteboard

Conference Control: Central Control, Sign in, Meeting Service, Meeting Message

➤ Upload the agenda document.

Click **【Upload File】** -> **【Select File】**, upload the selected file, select the participant who has permission to view, click **【Finish】**, and add the agenda file data.

UploadAgenda Files

Select File

File list

Participants

Select ... admin 2 3

Upload instructions :
1.Click the Select File button
2.Multiple choice,Bulk upload.

Done

➤ Edit the agenda document

Select the agenda file data, click **【Edit】**, modify the agenda file sort, and participants who has the permission to view files, click **【Finish】**, successfully update the agenda file data.

EditAgenda Files

File name DataStatistics.xls

Sort 100

Participants

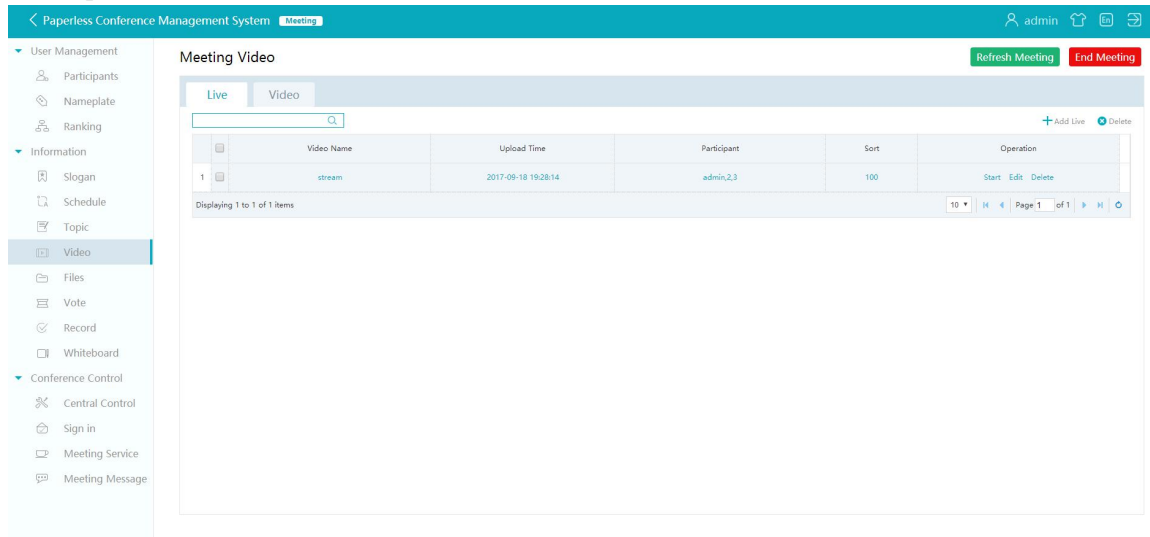
Select ... admin 2 3

Done

- Delete the agenda document
Select the agenda file data, click [delete], to delete the agenda file data

8.2.2.3. Conference Video

Click on the "conference video" module, you can add live streaming or upload video files and other operations.



- Add Live Stream
Click **【Add Live Stream】**, fill in the live name, URL, sort, select the participant who has permission to participate, click **【OK】**, and add live stream data.

Add a live stream
✕

Name

URL

Please enter the following format URL
rtsp://server.example.org:8080/test.sdp
rtmp://server.example.org/test

sort

Participants

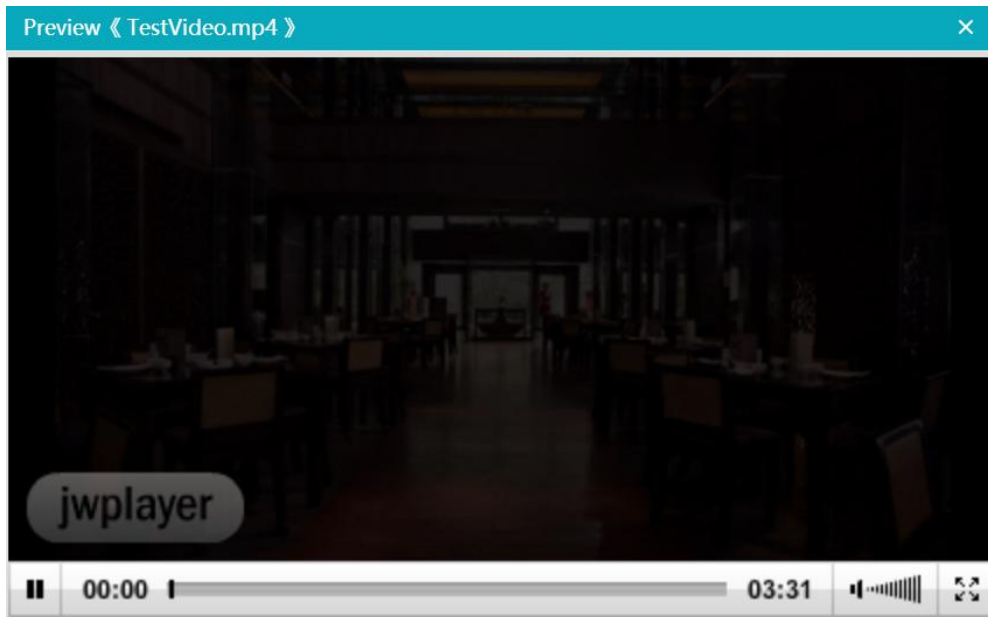
Select ... admin

2 3

Save

Reset

- Start live stream
- When the meeting start, select the live stream, click [Start] to start pushing live stream, the client can view this live stream.
- Preview live stream
Select the started live stream, click [Preview] to preview the live stream.



- End live stream
Select the live stream, click [End] to stop pushing, it can not preview and the client can not view this live.
- Edit live stream
Select the un-played live stream, click [Edit] to re-change the live name, URL, rank, authorized participants, click [Finish] to update the live stream data.

Edit live
✕

Name

URL

Please enter the following format URL
rtsp://server.example.org:8080/test.sdp
rtmp://server.example.org/test

sort

Participants

<input checked="" type="checkbox"/> Select ...	<input checked="" type="checkbox"/> admin
<input checked="" type="checkbox"/> 2	<input checked="" type="checkbox"/> 3

Save

Reset

- Delete live stream
Select the live stream, click [Delete] to delete the selected live stream data.
- Upload video file
Click [Upload Video File] -> [Select File], upload the selected video file, select the participant who has authority to view, click [Finish] to add the video file data.

Upload video file

Select file.

File list

Participants

Select ... admin 2 3

Upload instructions :
1.Click the Select File button
2.Multiple choice,Bulk upload.

Done

- Preview video file
Click [Preview] to preview the successful uploaded video.
- Edit video file
Select the video file, click [Edit] to re-change the rank and authorized participants, click [Finish] to update the video file data.

Edit video file

File name TestVideo.mp4

sort 100

Participants

Select ... admin 2 3

Done

- Delete video file
Select the video file, Click [Delete] to delete the selected video.

8.2.2.4. Meeting Topic

Click "meeting topic" module to add, modify, delete the meeting topic of one meeting.

➤ **Add Topic**

Click **【Add Topic】** to fill in the topic name, rank, select the participant who has the authority to participate, click **【confirm】** to add topic data.

➤ **Upload topic document**

Select topic data, click **【Upload File】** -> **【Select File】** to upload the selected file, select the participant who has permission to view, click **【Finish】** to add topic file data.

- Join vote
Select topic data, click [Join vote], jump to the meeting vote page, add the voting data with the same topic name.
- Start topic
Select topic data, click [Start], the topic status change from "not started" to "in progress".
- End topic
Select topic data, click [End], the topic status change from "in progress" to "finished".
- Edit topic
Select topic data, click [Edit], modify the topic name, rank, select the participant who has permission to participate, click [Confirm] to renew the topic data.

- Delete topic
Select topic data, click [Delete] to delete the topic data.
- Edit topic file
Select topic file data, click [Edit], modify the topic file ranking, and the authorized participants, click **【Finish】** , successfully update the topic file data.

Edit topic file
✕

File Name DataStatistics.xls

Sort

Participant Select all admin 3

Done

- Delete topic file
Select topic file data, Click [Delete] to delete the topic file data.

8.2.2.5. Temporary File

Click "Temporary File" module, to add, modify, delete the temporary file of one meeting.

< Paperless Conference Management System Meeting
admin 👤 📄 🗑️

- ▼ User Management
 - 👤 Participants
 - 📄 Nameplate
 - 📊 Ranking
- ▼ Information
 - 📄 Slogan
 - 📅 Schedule
 - 📄 Topic
 - 📄 Video
 - 📁 Files
 - 🗳️ Vote
 - 📄 Record
 - 📄 Whiteboard
- ▼ Conference Control
 - 🎛️ Central Control
 - 👤 Sign in
 - 📄 Meeting Service
 - 🗨️ Meeting Message

Temporary Files
Refresh Meeting End Meeting

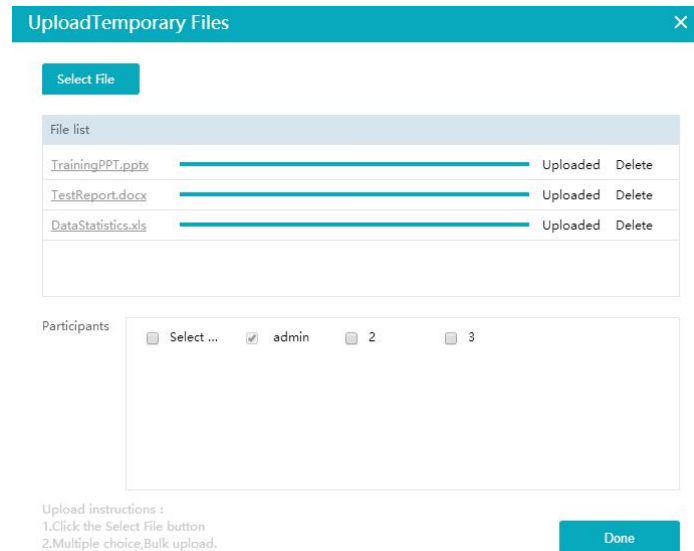
Upload File
Delete

	File name	Uploader	Upload time	Participant	Sort	Operation
1	DataStatistics.xls	admin	2017-09-18 19:34:13	admin,2,3	100	Edit Delete
2	TestReport.docx	admin	2017-09-18 19:34:13	admin,2,3	100	Edit Delete
3	TrainingPPT.pptx	admin	2017-09-18 19:34:13	admin,2,3	100	Edit Delete

Displaying 1 to 3 of 3 items
10 | Page 1 of 1

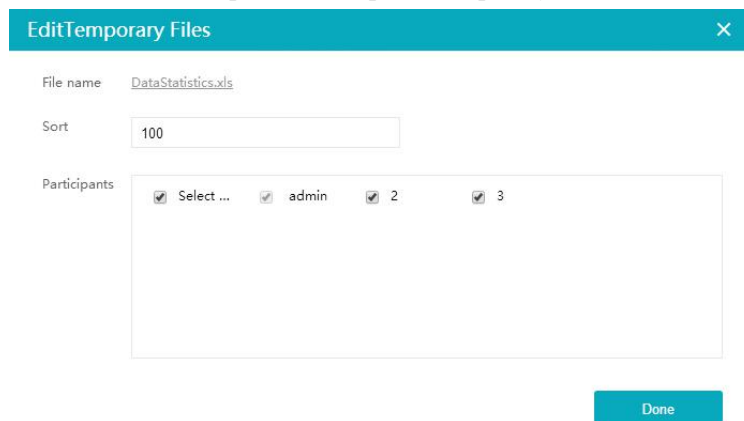
- Upload temporary files
Click [upload file] -> [select file], upload the selected file, select the participants with permission to view, click [complete], add temporary file data.

39



➤ Edit temporary files

Select temporary file data, click [edit], modify temporary file sorting and the participants with permission to view, click [complete], and update temporary file data successfully.

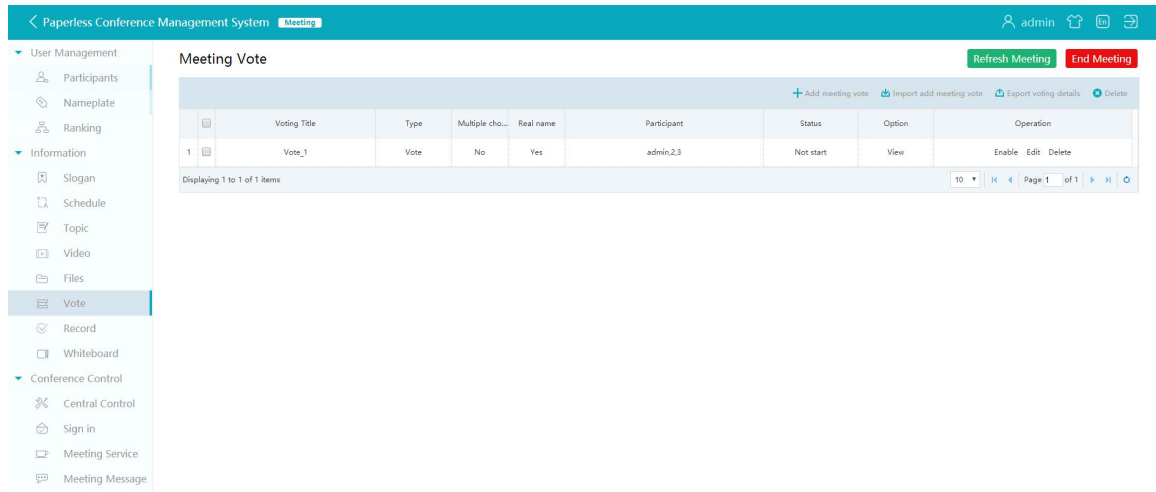


➤ Delete temporary files

Select temporary file data, click [delete], delete temporary file data.

8.2.2.6. Conference voting

Click the "conference voting" module to select new, modify, delete, and related operation on a conference.



➤ Add conference voting

Click **【Add conference voting】**, fill in the name of the vote, vote content, choose whether to multiple choice, whether the real name, voting type, select the participants with right to participate in the vote, click **【confirm】**, add the conference voting data.

Add Meeting Vote
✕

Voting Title

Voting content

Multiple choice Multiple Single

Real name Yes No

Voting type Vote Customize + Add option

Option 1 -

Option 2 -

Option 3 -

Participants Select all admin

2 3

Save
Reset

➤ Edit conference voting

Select the voting data, click **【Edit】**, modify the voting name, voting content, choose whether to multiple choice, whether the real name, voting type, select the participants with right to participate in the vote, click **【confirm】**, update the conference voting data.

Edit Meeting Vote
×

Voting Title

Voting content

Multiple choice Multiple Single

Real name Yes No

Voting type Vote Customize + Add option

Option 1 -

Option 2 -

Option 3 -

Participants

Select all admin

2 3

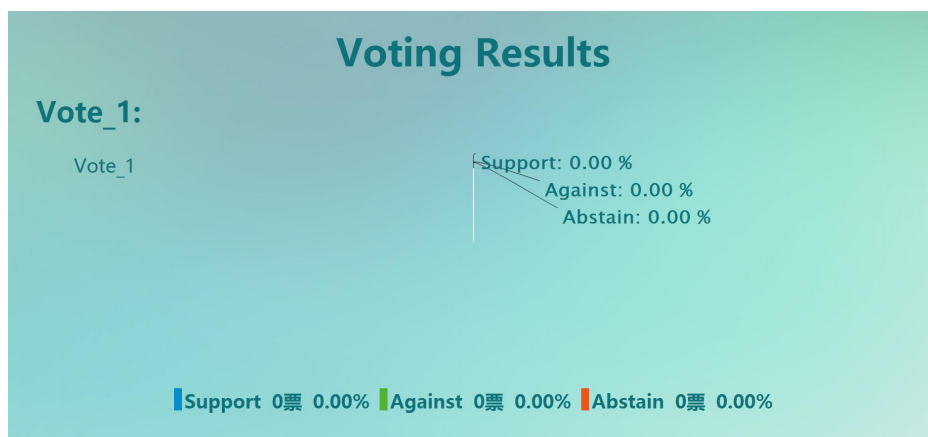
Save
Reset

- Enable conference voting
Select the voting data, click [Enable], the voting status is changed from "not started" to "vote", and the same time, only one vote is allowed in progress.
- View the conference voting options
Select the voting data and click [view] to view the status of the real-time voting options.

信息
×

Vote option	Vote number
Support	0
Against	0
Abstain	0

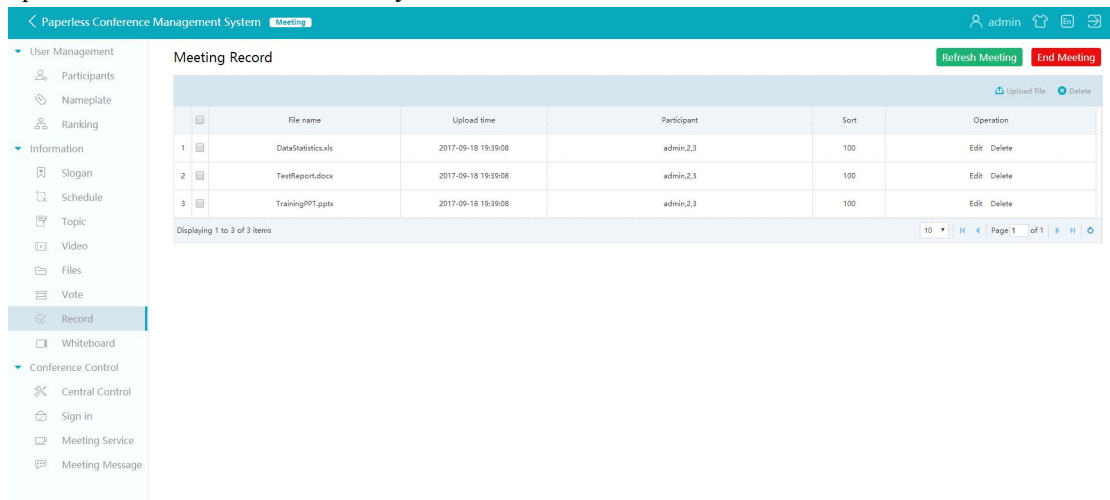
- End conference voting
Select the voting data, click [End] to end the current vote.
- View the voting results
Select the voting data and click **【View Statistics】** to view the voting results.



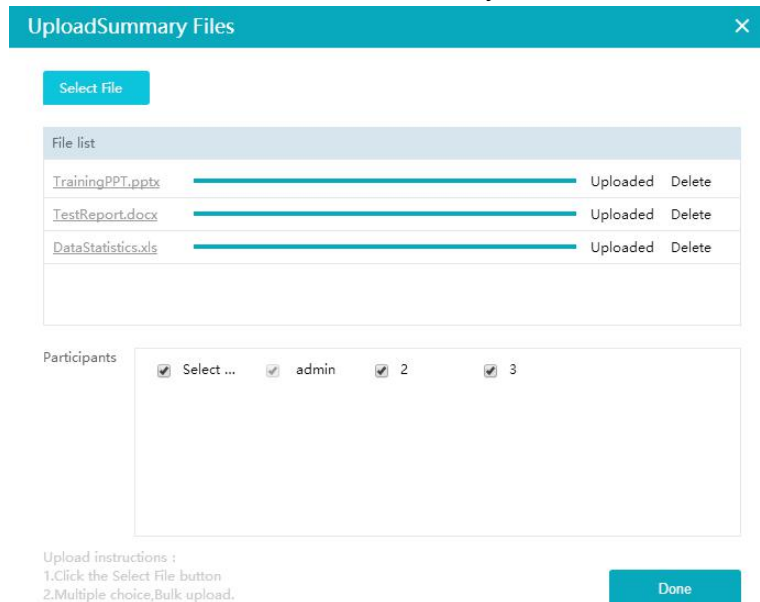
- Export conference voting details
Select the voting data, click [Export Voting Details] to export the Excel's voting details list file.
- Delete conference voting
Select the voting data, click [Delete] to delete the voting data

8.2.2.7. Conference Summary

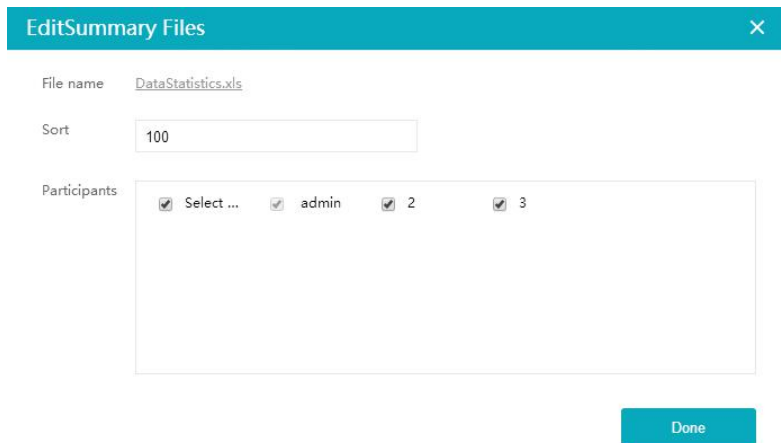
Click on the "conference summary" module to select new, modify, delete, and related operation on a conference summary.



- Upload the conference summary file
Click **【Upload File】** -> **【Select File】** to upload the selected file, select the participant who has permission to view, click **【Finish】** and add summary file data



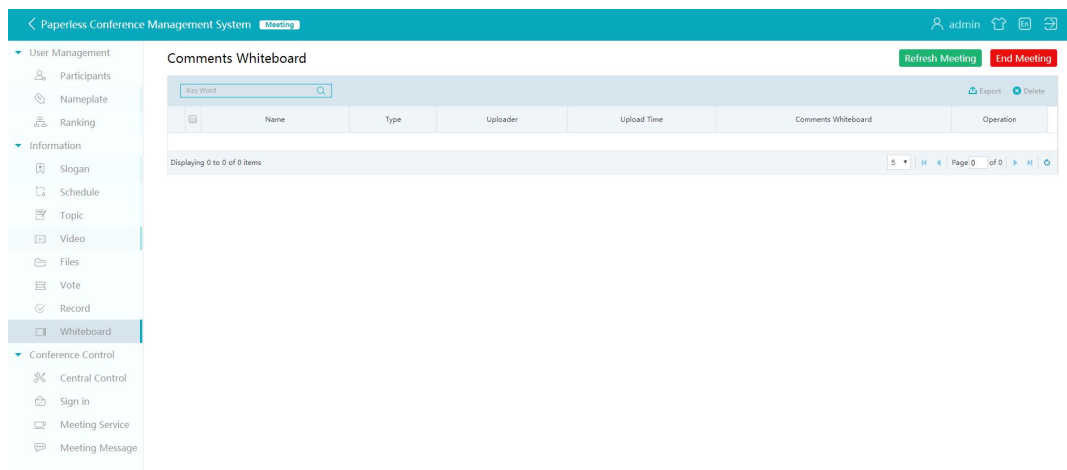
- Edit the summary document
Select the summary file data, click [Edit], modify the sorting of the summary document, and have permission to view the participants, click **【Finish】**, successfully update the summary file data.




- Delete Summary File
Select the document data then click [Delete] to delete the summary file data.

8.2.2.8. Comment Whiteboard

Click "Comment whiteboard" module, then can do these operations: download, delete and other.

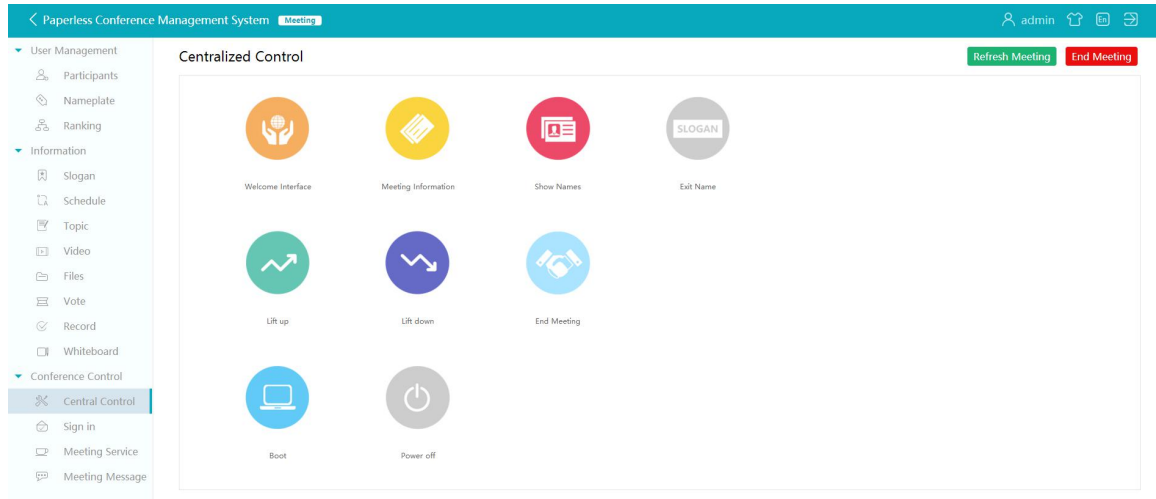


- Search “Comment Whiteboard”
Input keyword, click  or Enter to search specific Comment Whiteboard.
- Download “Comment Whiteboard”
Select data in Comment Whiteboard, click [download] to download selected file.
- Delete “Comment Whiteboard”
Select data in Comment Whiteboard, click [delete] to delete selected data.

8.2.3. Conference Management and Control

8.2.3.1. Centralized control

Click the "centralized control" module to centrally control the terminals of a conference.



- **Welcome Screen**
Click [Welcome Screen], to control terminals to switch to welcome screen.
- **Conference Information**
Click [Conference Information], control the terminals to switch to main program.
- **Display name**
Click [Display name] to control the terminals to change to nameplate interface.
- **Exit Slogan**
Click [Exit Slogan] to control the terminals to close the conference slogan interface.
- **Lifter Up**
Click [Lifter up] to control the corresponding lifter up.
- **Lifter Down**
Click [Lifter Down] to control the corresponding lifter down
- **End the conference**
Click [End Conference] to end the conference
- **Power on**
Click [Power on] to control the terminal uniformly power on
- **Power off**
Click [Power off] to control the terminal uniformly power off

8.2.3.2. Check in management

Click the "check in management" module to see the attendance of a conference.

	User name	Meeting room	Terminal	Status	Start time	Sign-in time	Signature	Operation
1	admin	CS	1	No	2017-09-18 19:40:50			Delete
2	2	CS	2	No	2017-09-18 19:40:50			Delete
3	3	CS	3	No	2017-09-18 19:40:50			Delete

- Refresh check-in data
Click [Refresh] to update the current conference check-in situation
- Export check-in data
Select the participant data, click [Export], export check-in data file in excel format
- Delete check-in data
Select the participant data, click [Delete], delete check-in data of selected participant

8.2.3.3. Conference Services

Click the "Conference Services" module to view conference service requirements in real time and process them timely.

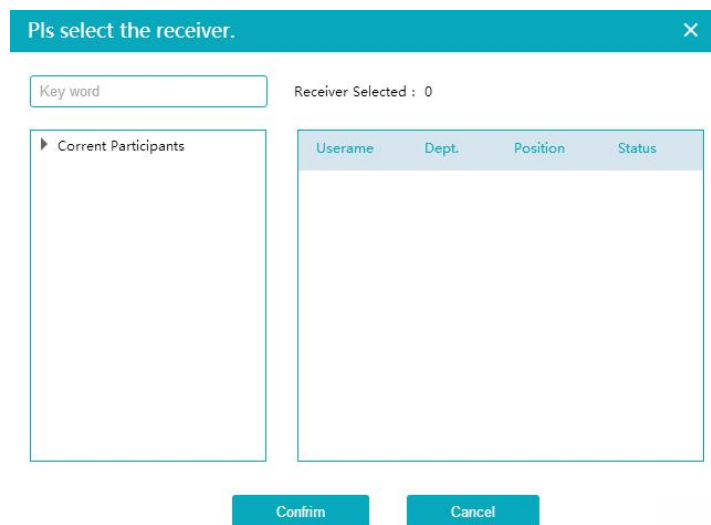
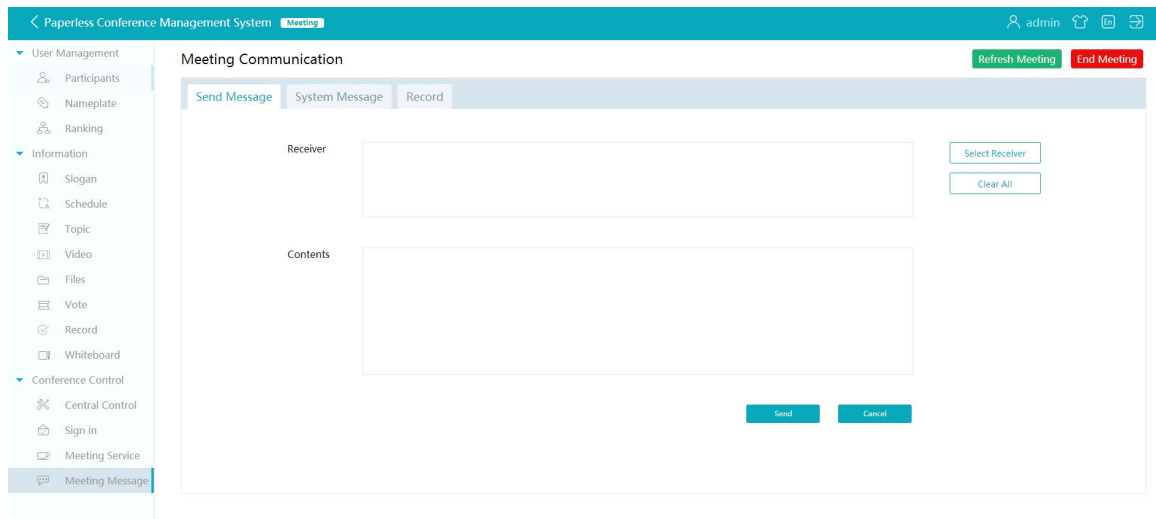
Meeting Services

- Process conference services
Select conference service data, click [Process] to process the current selected conference service data, and change the status to processed

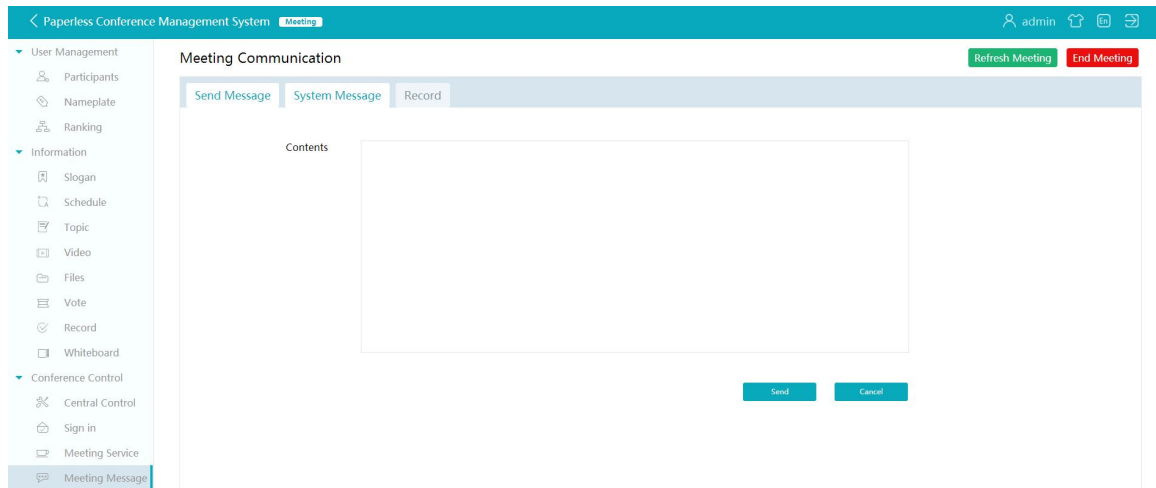
- Export conference service list
Click [Export] to export conference service list in excel format

8.2.3.4. Conference communication

- Send message
Select the recipient, edit the content, then click [Send], successfully send the message to the selected recipient.

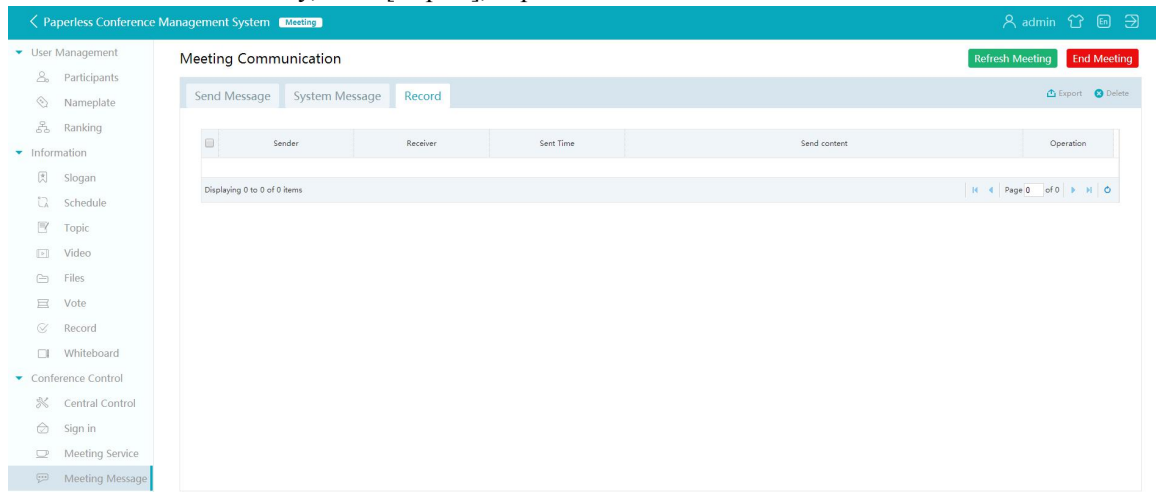


- System Message
Edit system message, click [Send], then successfully send the system message to all participants.



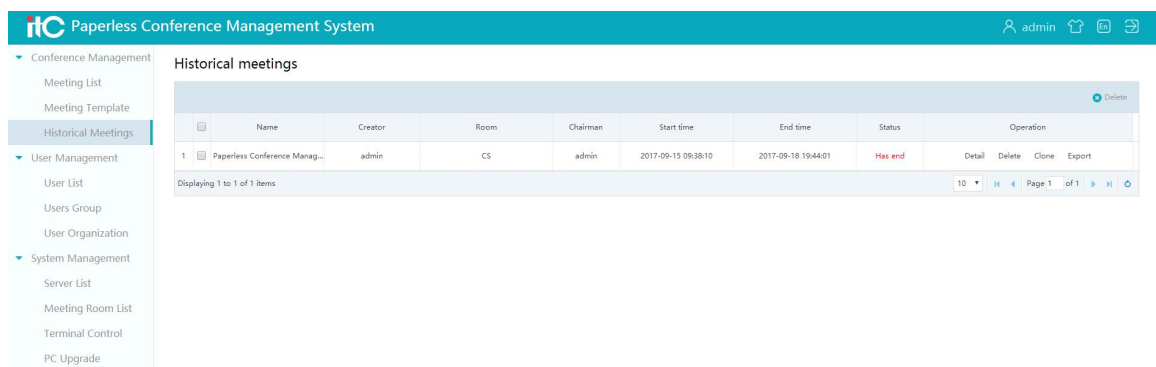
➤ Export chat history

Select the chat history, click [Export], export excel format chat record list.



8.3. Conference History

Enter "Conference History" module to see the finished conference.



8.3.1. Conference Details

The list of finished conference is shown in the Conference history, for more details of relevant conference, you can click [details], and then enter the secondary page of the conference to

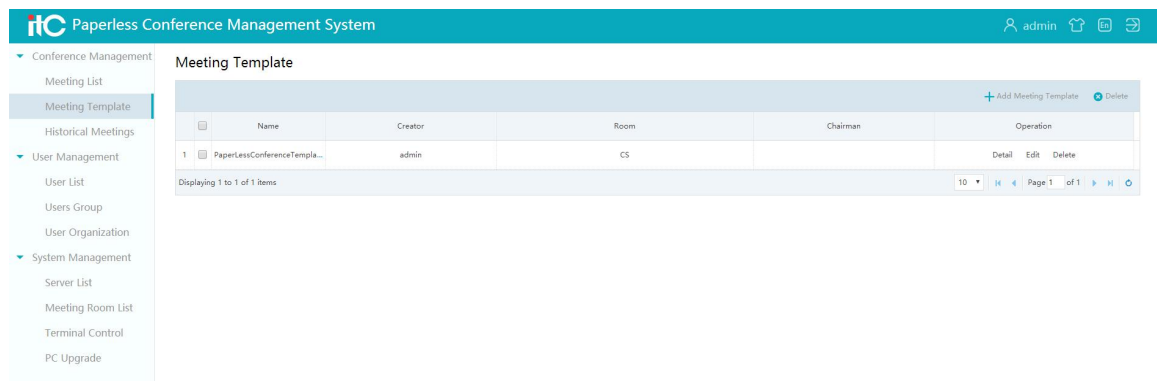
download.

8.3.2. Conference Deletion

Click [delete] in the Historical Conference data to batch delete all information of conference to ensure that the information is not leaked.

8.4. Conference Template

Get into “Conference Template” Module to refer to the finished conference.



The screenshot displays the 'Paperless Conference Management System' interface. The top navigation bar includes the system name and a user profile for 'admin'. A sidebar on the left lists various management modules, with 'Meeting Template' selected. The main content area shows a table titled 'Meeting Template' with columns for Name, Creator, Room, Chairman, and Operation. A single entry is visible with the name 'PaperLessConferenceTempla...', creator 'admin', and room 'CS'. The table includes 'Detail', 'Edit', and 'Delete' buttons for each row. The interface also features a '+ Add Meeting Template' button and a 'Delete' button at the top right of the table area. A pagination bar at the bottom indicates 'Displaying 1 to 1 of 1 Items'.

	Name	Creator	Room	Chairman	Operation
1	PaperLessConferenceTempla...	admin	CS		Detail Edit Delete

8.4.1. Adding Conference Template

Enter Conference title and choose the Conference room.

8.4.2. Edit, Delete & Details

Click [Edit] button to modify the Conference name and conference room, click [delete] to delete the corresponding data, and click on the [Details] to enter the meeting details secondary page.

Intelligent Paperless Conference System

